Internet Assisted Review (IAR) for Reviewers User Guide

December 31, 2020
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Latest Updates

**December 14, 2020**

Updated the content in sample automated emails sent to reviewers to reflect the required use of login.gov for review meetings starting February 1, 2021 and later.

**October 30, 2020**

The List of Meetings screen now has an **Online Critique** indicator next to meetings that use online critiques; see Accessing the List of Meetings Screen. Minor changes have been made for online critique pages; see Making Changes to a Critique After Submitting.

**August 20, 2020**

Added new topics for working with online critiques, a pilot feature available only to select pilot participants.

**April 23, 2019**

Refer to the section of this document titled Recruitment Phase on Page 19 topic updated.

**April 1, 2019**

New topic added for Accessing the List of My Assigned Applications.

**October 30, 2018**

Pre-Meeting and Post-Meeting Conflict of Interest (COI) forms are now required to be certified electronically via Internet Assisted Review. Paper certifications are no longer accepted.

Eight new COI forms are now provided. The correct form will be displayed dependent on whether:

- the reviewer is Federal or Non-Federal
- the award is a grant or a contract
- the COI is pre or post-meeting

**May 2, 2018**

**New Section for Critique Templates** — A new section has been created for critique templates on IAR’s Meeting Materials screen, to make it easy for reviewers to locate the templates. The section is collapsed by default and can be expanded by clicking on the plus sign.

**Announcement When on Hold** — When a virtual meeting is put on hold by the scientific review officer, a meeting wide announcement to that effect will automatically be displayed on the Virtual Meeting List of My Assigned Applications screen in IAR along with the date and time the meeting was paused. Another announcement will be automatically posted when the SRO resumes the meeting.
January 30, 2018

- **Critique Templates** — Reviewers will now see a link to the associated Critique Template for applications below the RFA/PA name in the **Application** column of the **List of My Assigned Applications** and the **List of All Applications** screens. Additionally, the template will be listed on the **Meeting Materials** screen and you will be able to click on the **View Template** link in the **Action** column to download the Critique Template.

- **Discussion comments** will be available to access and read during the **Edit** phase, when final scoring is set, allowing continued evaluation of discussions as final scores are submitted. Once the final scoring window has ended, and the meeting is in the **Edit** phase, access to discussion comments will be blocked.

April 27, 2017

- **Quicker Navigation** — An intermediate screen has been eliminated so reviewers, review and program staff can directly go to a meeting discussion by clicking on the ‘**Go To Discussion**’ button from the **View List of Applications** screen.
  
  Earlier, one had to click on the first **Go To Discussion** button, which would take one to the **Virtual Meeting Discussion Board** screen where one would again click on the **Go To Discussion** button to go to the actual discussion.

- **Central discussion and scoring on dashboard** — The **Virtual Meeting Discussion Board** and **Comments** screens have been merged into one screen — the **Virtual Meeting Discussion Dashboard**, so that all discussions take place centrally without navigation to multiple pages.
  
  - The Dashboard also has a new ‘**Reviewers and Scores**’ table, so that the scores can be seen while participating in the discussion. Reviewers can enter criteria and final scores in the table, which can be expanded or collapsed; they also have the option of going to the **Final Score Sheet** screen via the drop-down **Go To** menu on top of the **Virtual Meeting List of My Assigned Applications** screen.

- **Online presence** — A green circle icon will be displayed next to the names of reviewers on the **Virtual Meeting Discussion Dashboard** when they are online, so that review staff are aware of the status of those attending the virtual meeting.
  
  - The green icon will disappear for a reviewer after 20 minutes of inactivity.
  
  - The names of assigned reviewers will be displayed first in their assigned review order; any unassigned reviewer who posts a comment or discussion score will appear in the table as well. They will be listed alphabetically by last name. The columns are sortable; clicking the **Default Sort** button will return the sort to assigned reviewers at the top of the list.

- **Meeting-wide announcements** — These announcements will now appear on the left navigation pane of the **VM Discussion Dashboard** screen, so that reviewers can read them without navigating away in the middle of a discussion; and review staff can read, post and edit the announcements without moving to another screen.
If the user has collapsed the left navigation pane, a green box will pop up at the right hand top corner of the screen to alert the user to any new announcements or comments. Once the user clicks on the box, the left navigation pane will re-open and display the count of new announcements and/or messages for each topic.

- **Security measure** — The ability for users to copy text or print the screens has been disabled, to ensure confidentiality and protection of the information per policy. Users will still be able to paste information (for instance, cut and paste information from a Word document to a comments field in VM).
- Name modified — The ‘**Enter Discussion Score**’ button on the *Virtual Meeting Discussion Dashboard* has been renamed as ‘**Enter/Edit Discussion Score**.’ This is to reflect the practice that reviewers are encouraged to change their discussion score during the discussion phase if their enthusiasm for the application changes.

**March 23, 2017**

*Discussion Order* is now an option that the SRO may set for the *VM List of Applications*. If a Discussion Order has been set, the column header for the order will change from **Review Order to DO**.

**August 11, 2016**

IAR’s Virtual Meeting was launched in pilot today. The module allows reviewers and scientific review officers to participate in an online review meeting in lieu of a face-to-face meeting at a physical location.

Virtual Meeting (VM) incorporates two new phases — **INTRODUCTION** and **DISCUSSION** phases that occur after the READ phase. The ability to set these new phases will not appear for review meetings not specifically participating in the pilot. Several new screens — VM List of Applications, and VM Discussion Forum (per application) — will appear only for Virtual Meetings. During the **INTRODUCTION** phase, reviewers will be able to ‘rescue’ applications that have been designated in the lower half and have them included in the **DISCUSSION** phase.

Reviewers will participate in the discussion and scientific review of applications by navigating to the applications and entering comments online during the **DISCUSSION** phase. Each application will have a unique screen displaying select topics, added by the SRO, and corresponding discussion threads where reviewers will interact with one another and the SRO as needed. Reviewers will also provide discussion scores on the main discussion screen, which are numeric scores the reviewers will use to indicate ‘their current enthusiasm’ for the application (the scores are informative only; they carry no weight in final scoring). The general scoring process for VM remains the same as it is for face-to-face meetings.

See the [Virtual Meeting section](#) for details.

**Previous:**

The Internet Assisted Review (IAR) module has a new, contemporary user interface. Major capabilities remain the same.
The highlights for reviewers, including screenshots, are available in this PowerPoint presentation: New Look, New Screens for IAR.

The new screens are re-sizable, depending on the device used to access the system.

Key changes are:

- The horizontal links on the following screens have been converted to a Go To drop down navigation, for easy access:
  - List of All Applications
  - List of Meetings
  - Meeting Materials
  - Preliminary Score Matrix

- Meeting identifiers have been listed on all screens, on the right hand corner
- Prominent look for buttons, including the Final Score button
- Drag-and-drop feature to change order of Meeting Materials
- Easy filter is present on some of the lists, to allow you to drill down to the document you need
- Collapsible sections on the screen, via expand all or collapse all buttons
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Introduction

Internet Assisted Review (IAR) is an Electronic Research Administration (eRA) module used in tandem with the Peer Review module to help expedite the scientific review of applications by providing a standard process for reviewers to submit their critiques, preliminary scores, and final scores and to view applications and related meeting materials via the eRA Commons. IAR also has the ability to enable reviewers to view the critiques of others before the actual meeting (unless conflicts of interest exist). As a result, review meetings can contain more informed discussions.

Scope

The purpose of this document is to assist the reviewer in navigating the IAR system and completing the tasks related to a review meeting. This document discusses how to utilize IAR during the application review process.

Additional online material is available as a supplement to this user guide. eRA’s Training site has materials posted specific to reviewers using IAR. This information is located online at https://era.nih.gov/help-tutorials/IAR/IAR.htm.

If a more thorough look at the role and responsibilities of a reviewer is needed, the Center for Scientific Review (CSR) has a vast array of information and training materials for reviewers. This useful information is located online at https://public.csr.nih.gov/ForReviewers.

The majority of information contained in this user guide also is available as online help. Access the IAR online help at https://era.nih.gov/erahelp/IAR_Rev or by selecting any of the ‘?’ icons found within the IAR system itself.

IAR and eRA Commons

IAR is accessed through the eRA Commons, a web-based system that applicants and institutions use to participate in the electronic grant administration process. Scientific Review Officers (SRO)* use IAR to electronically invite reviewers to participate in review meetings. This process is called enabling. Once enabled for a meeting, a reviewer receives an email invitation either providing instructions for establishing an eRA Commons account or, if that reviewer already has an account, instructions for accessing eRA Commons and IAR with the existing account.

Reviewers use eRA Commons not only to access IAR but also to update their own personal profile information and check on application status as a PI. In order to access IAR, Reviewers must have an eRA Commons account, be listed on the official Meeting Roster, and have a personal profile with an MLG email address (taken from the Reviewer Information section of the eRA Commons Personal Profile). Refer to the section of this document titled Setting Up and Maintaining the eRA Commons Personal Profile on Page 3 for more information.

This document covers the steps taken by a reviewer in the IAR module. If additional information specific to eRA Commons is needed, refer to the eRA Commons User Guide located online at https://era.nih.gov/commons/user_guide.cfm.
IAR for Reviewers

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.*

**Creating an Account to Access IAR**

In order to access IAR, reviewers must have an eRA Commons account with the IAR role. Reviewers who do not have an eRA Commons account are invited – through a series of emails – to create one when an SRO adds that reviewer to a meeting. The first email informs the reviewer that he or she has been invited to the specified meeting. This first email includes a link for accessing eRA Commons to begin creating the new account.

At the completion of this step in the process, the reviewer receives a second email confirming the reviewer’s completion of the account creation. NIH Data Quality department evaluates the account request, and when the request is approved, a third and fourth email are sent to the reviewer.

The third email notifies the reviewer that his or her account is active. This email includes the reviewer’s new eRA Commons User ID. For security, the password to this user ID is not included within this email.

A temporary password is assigned to the reviewer’s new account and is emailed to the reviewer in the fourth email. Reviewers must use this temporary password to log into eRA Commons for the first time. After logging in, the reviewer is prompted to change the password.

You will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and later. When you are enabled for a meeting after that date, your IAR account will be transitioned to require the use of login.gov. Upon logging into eRA Commons, you will be prompted to create a login.gov account and to associate your eRA Commons account with login.gov (one-time only). From then on, you will always use the login.gov option on the eRA Commons login screen to log in.

For instructions on using login.gov please see:

https://era.nih.gov/erahelp/commons/Default.htm#Commons/access/login.htm
https://era.nih.gov/faqs.htm#XXIV

**Note:** After transitioning to login.gov, you will no longer use your eRA Commons username and password.

After the account is successfully established, the reviewer should see the **Internet Assisted Review** module and possess the **IAR** role in eRA Commons.

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract...*
but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

**Setting Up and Maintaining the eRA Commons Personal Profile**

Accurate reviewer information is essential for successfully using IAR for the review process. A reviewer must maintain personal information to ensure that it is accurate. The Personal Profile in eRA Commons is the central repository of information for each of the eRA Commons registered users, which includes all reviewers. It is designed so that individual users hold and maintain ownership over the accuracy of their own profile information. This information is then used in other areas such as IAR and Peer Review. Some examples of the type of data included in the Personal Profile are email address, phone number, employment history, degrees, and addresses. Maintaining a current eRA Commons Personal Profile is imperative for successfully participating in peer review meetings.

To access the Personal Profile:

Log into eRA Commons ([https://commons.era.nih.gov/commons](https://commons.era.nih.gov/commons)) and select the **Personal Profile** tab from the menu structure.

Review the information within each section of the profile. Take care to update the information in the **Name and ID** and **Reviewer Information** sections. Entering and maintaining valid, current information is essential for successfully using IAR and eRA Commons. The information provided within each section has different purposes, so it is important to enter the correct personal information within the proper section.
Refer to the Commons Personal Profile online help for more information on and for help completing the different sections of the Personal Profile.

**Name and ID**

The information used to identify yourself should you forget your password or if you are seeking a new user role (e.g., PI) is located under the **Name and ID** section.

Steps for completing this section of the profile are found in the **Name and ID help topic** in the Personal Profile online help.

**Reviewers Information**

A valid email address entered in the **Reviewer Information** section of the Personal Profile is critical for the SRO to electronically invite you as a reviewer to the meeting. Additionally, the email address entered here is used by the SRO and the IAR system to send emails related to the review meeting. This email address is often referred to as the MLG address. You can enter this email address in the **Email** field under the **Reviewer Communications** area of this section of the profile.

This section also holds your home address and provides access to the Secure Payee Registration System (SPRS) in which you can enter your banking information to receive honoraria for your service on review meetings.

Detailed steps for completing this section of the profile are found in the **Reviewer Information help topic** in the Personal Profile online help.

**Tip:** The **Email Address** field of the Personal Profile **Name and ID** section includes a checkbox titled **Replace other email addresses?** By selecting this checkbox, you can
replace the Reviewer Communications email address in your profile with the email address in the **Name and ID** section. This is a useful shortcut if you use the same email address for multiple purposes.

**How Do I Register For Payments?**

You must register your bank account and other payment information in the Secure Payee Registration System (SPRS) -plus provide Home Address information in your Commons Personal Profile - in order to be paid for service.

The **Reviewer Information** section of the Commons Personal Profile includes a link to the SPRS, however, this link is only accessible when you are in *Edit Mode*. Follow these steps to find the link and access SPRS:

1. Open your Personal Profile in Commons.
2. Select the **Edit** button on the **Reviewer Information** tile. This button is located on the right side of the tile. Selecting the **Edit** button will open the **Reviewer Information** tile in Edit Mode. You must select the **Edit** button in order to see the link to SPRS!

3. With your **Reviewer Information** open for editing, scroll down to the **Reviewer Payments** section - it's below the **Home Address** section. You should see a link to the SRPS system. The link is titled **Go to the Secure Payment Registration System**.
4. Click the link! The Secure Payment Registration System will open. Fill out and submit the information as requested.

**Accessing IAR**

To access IAR, log into eRA Commons ([https://commons.era.nih.gov/commons](https://commons.era.nih.gov/commons)) and select Internet Assisted Review tab from Commons navigation.

You will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and later. When you are enabled for a meeting after that date, your IAR account will be transitioned to require the use of login.gov. Upon logging into eRA Commons, you will be prompted to create a login.gov account and to associate your eRA Commons account with login.gov (one-time only). From then on, you will always use the login.gov option on the eRA Commons login screen to log in.

For instructions on using login.gov, see:

- [https://era.nih.gov/erahelp/commons/Default.htm#Commons/access/login.htm](https://era.nih.gov/erahelp/commons/Default.htm#Commons/access/login.htm)
- [https://era.nih.gov/faqs.htm#XXIV](https://era.nih.gov/faqs.htm#XXIV)

**Note:** After transitioning to login.gov you will no longer use your eRA Commons username and password.

**Session Timeout Warning**

A pop-up message appears on top of any maximized window five minutes before the standard 45-minute IAR session is about to time-out. The pop-up includes a countdown of minutes left before you will be automatically logged off IAR.

If you wish to continue working in your IAR session, select the Continue button. This will restart the clock providing an additional 45 minutes.

You can click the Logout button if you are no longer working in IAR and would like the system to log out. If you do opt to log out, please remember to manually close any other pop-up windows that might have been left open.

**Sample Emails Received by Reviewers**

As a reviewer, you will receive communications (i.e., emails) from eRA Commons containing instructions for creating or setting up your account so that you can access your meetings. These communications vary depending on your current status with the Commons system.

**If You (the reviewer) Have a Previously Established Commons Account**

**Email Invitation For IAR Sent to Reviewer with Existing Commons Account**

To: <Account holder email>
Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>

Dear Reviewer,

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) module in connection with your participation on the Objective Review [Name of Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons to get to Internet Assisted Review (IAR). Our records indicate that you have previously established an Internet Assisted Review user account.

Your user name is [Commons user name].

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Please click on the Commons URL https://public.era.nih.gov/commons/ (You may also copy and paste this address into the "Location" window of your browser, and press Enter. If the URL doesn't work, make sure it is complete and hasn't been broken over multiple lines. If the URL spans more than one line make sure you are entering all of it in the location window of your browser). After successfully logging on, click on Internet Assisted Review on the Commons main menu bar. Please follow "Tips for Reviewers" at http://era.nih.gov/files/tips_processing_documents.doc for submitting critiques.

Please refer to the video tutorial on how to set up and maintain your Personal Profile in eRA Commons. Once on the page, click the video title, Access and Maintain Your Personal Profile in eRA Commons, or thumbnail image to launch the video.

Note: The Meeting Administrator will provide additional information regarding the reimbursement process via email if you are being reimbursed for participating in the object review of OT applications.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit https://grants.nih.gov/support for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer’s Name and Contact Information]
Email Invitation for IAR Sent to Reviewer with Existing Commons Account
(Invitation to Recruitment Phase)

Subject: eRA Commons: IAR Conflict of Interest Check

Dear Potential Reviewer:

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group [Name of Meeting].

Purpose of Email

This system-generated invitation to the eRA Commons/Internet Assisted Review (IAR) modules grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the Scientific Review Officer if you have any questions or would like to discuss particular issues in more depth.

Identifying Potential Conflicts

To indicate COI in IAR: Access IAR via eRA Commons. Our records indicate that you have previously established an IAR user account.

Your user name is [Commons User Name]

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings, your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm. To begin the process please visit the Commons homepage (https://public.era.nih.gov/commons/) and select the login.gov login option.

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Click on ‘Internet Assisted Review’ on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for identifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit http://grants.nih.gov/support for additional methods of contact.

Thank you for your time and effort.
Sincerely,

[Scientific Review Officer’s Name and Contact Information]

If you (the Reviewer) are New to eRA Commons

Email Invitation for IAR Sent to Reviewer New to Commons

To: <Reviewer email>

Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>

Dear Potential Reviewer:

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting].

Purpose of Email

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website grants you access to the Recruitment Phase of IAR for the purpose of:

• Viewing the list of applications, participating institutions and involved personnel.

• Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.

• Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the Scientific Review Officer if you have any questions or would like to discuss particular issues in more depth.

Identifying Potential Conflicts

To indicate any COI in IAR (and to access the full meeting at a later date): You will need to log on to the eRA Commons to get to Internet Assisted Review (IAR).

Your action is required. Our records show that you have started but have not completed the process to create your eRA Commons/Internet Assisted Review (IAR) account. Please visit this web site to complete your account request as soon as possible using the following URL, which will expire on [date]:


(You may also copy and paste this address into the "Location" window of your browser, and press Enter. If the link is expired please contact me by phone or email listed in the signature line of this email.)

Follow the instructions on the screen. To ensure your information is both accurate and complete, you will also be asked to verify the public information relating to your grant and
committee service history that NIH has on file for you. Please refer to the following URL for more information on how to set up and maintain a Personal Profile in eRA Commons:

https://era.nih.gov/era-training/era-videos.htm#iarprofile.

After submitting your registration request, you should receive a notification about your account activation within one week; it will contain the URL for the eRA Commons web site. A temporary password will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings, your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm. To begin the process please visit the Commons homepage (https://public.test.era.nih.gov/commons/) and select the login.gov login option.

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Click on ‘Internet Assisted Review’ on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for identifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit https://grants.nih.gov/support for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer’s Name and Contact Information]

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**Email Invitation for IAR Sent to Reviewers New to Commons (Invitation to Recruitment Phase)**

**Subject:** eRA Commons: IAR Conflict of Interest Check

Dear Potential Reviewer,

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group **MEETING IDENTIFIER**.

**Purpose of Email**

This system-generated invitation to the eRA Commons/Internet Assisted Review (IAR) modules grants you access to the Recruitment Phase of IAR for the purpose of:
- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the Scientific Review Officer if you have any questions or would like to discuss particular issues in more depth.

**Identifying Potential Conflicts**

**To indicate any COI in IAR (and to access the full meeting at a later date):** You will need to log on to the eRA Commons/Internet Assisted Review (IAR) modules with a user name and password. To establish that user name and password, we have set up a special URL address that is unique to you.

Please visit this web site as soon as possible, no later than [date] to create your account so that you can identify any conflicts of interest. The following URL will expire on [date]:

https://public.era.nih.gov/ams/public/provisionalAccounts/createProvisionalAccount.era

(If clicking on the link does not work, you may also copy and paste this address into the "Location" window of your browser, and press Enter. If the link is expired please contact me by phone or email listed in the signature line of this email.)

Follow the instructions on the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete. Please refer to the following URL for more information on what to expect after receiving the IAR Invitation Email: https://era.nih.gov/era-training/era-videos.htm#invitation and how to set up and maintain a Personal Profile in eRA Commons at https://era.nih.gov/era-training/era-videos.htm#iarprofile.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings, your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm. To begin the process please visit the Commons homepage (https://public.era.nih.gov/commons/) and select the login.gov login option.

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.
Click on ‘Internet Assisted Review’ on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for identifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit https://grants.nih.gov/support for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer’s Name and Contact Information]

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**Account Creation Approval Sent to Reviewers New to Commons**

To: <Reviewer email>

Subject: eRA Commons: Your reviewer account, [COMMONS ID], has been activated

*** This is an automated notification - Please do not reply to this message. ***

Dear Reviewer:

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on objective review MEETING IDENTIFIER meeting for MEETING DATES.

An eRA Commons account has been created for [COMMONS ID]. This account gives you access to the eRA Commons, including Internet Assisted Review (IAR).

This is one of two emails you will receive that contains your login information. In accordance with our security policy, your username and password may not be sent in the same email.

Shortly, you will be receiving the second email from the eRA Commons containing your temporary password.

Users will be required to use login.gov when accessing IAR for objective review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Please open your Web browser and go to the eRA Commons URL http://public.era.nih.gov/commons/ (You can copy and paste this address into the "Location" window of your browser, and press Enter). Follow the instructions on the screen to log in to
eRA Commons. After successfully logging on, click on Internet Assisted Review on the Commons main menu bar.

Note: The Meeting Administrator will provide additional information regarding the reimbursement process via email if you are being reimbursed for participating in the objective review of OT applications.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to http://grants.nih.gov/support for additional methods of contact. Please access Commons at http://public.era.nih.gov/commons/.

For more information please visit http://era.nih.gov/

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A Current Commons Account Holder

**Email Invitation For IAR Sent to reviewer with Existing Commons Account**

To: <Account holder email>

**Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>**

Dear Reviewer,

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting], scheduled for [Dates of Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons Internet Assisted Review (IAR) web site with a user name and password. Our records indicate that you have previously established an Internet Assisted Review user account.

Your user name is [Commons user name].

Please open your Web browser and go to the eRA Commons URL [URL Listed Here]. (You can copy and paste this address into the “Location” window of your browser, and press Enter. If the url doesn't work, make sure it is complete and hasn't been broken over multiple lines. If the url spans more than one line, make sure you are entering all of it in the location window of your browser.) Follow the instructions on the screen to log in to eRA Commons. After successfully logging on, click on Internet Assisted Review on the Commons main menu bar.

Note: To process your reimbursement in a timely manner, please make sure that your banking information is complete. You can enter or update your personal banking information securely from eRA Commons. After you access eRA Commons (as described in the paragraph above) click on Personal Profile on the eRA Commons main menu bar. Then click Edit on the Reviewer Information section. On the Reviewer Payments subsection you will be provided with a link “Go to the Secure Payment Registration System” where you can verify and/or update your personal banking information.

If you have questions or encounter problems accessing Internet Assisted Review, please contact me or call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer’s Name and Contact Information]

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**Email Invitation for IAR Sent to Reviewer with Existing Commons Account**

*(Invitation to Recruitment Phase)*

**Subject: eRA Commons: IAR Conflict of Interest Check**

Dear Potential Reviewer:

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group [Name of Meeting].

**Purpose of Email**

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) web site grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the SRO if you have any questions or would like to discuss particular issues in more depth.

**Identifying Potential Conflicts**

**To indicate COI in IAR:** Log on to the eRA Commons IAR web site with your user name and password. Our records indicate that you have previously established an IAR user account.

Your user name is [Commons User Name]

Please open your Web browser and go to the eRA Commons URL [URL Listed Here]
Follow the instructions on the screen to log in to Commons. After successfully logging on, click on “Internet Assisted Review” on the Commons main screen to view your list of meetings. Read and certify the “Confidentiality Statement” for the meeting listed above to gain access to the IAR Recruitment Phase for indentifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or email commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer’s Name and Contact Information]

New to eRA Commons

Email Invitation for IAR Sent to Reviewer New to Commons

To: <Reviewer email>

Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>

Dear Reviewer:

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting] scheduled for [Dates for Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons Internet Assisted Review (IAR) website with a user name and password. To establish that user name and password, we have set up a special URL (address on the Internet) that is unique to you.

Please visit this web site to create your account as soon as possible or no later than 2 weeks before your reviews are due. Open your Web browser and go to the URL [URL Listed Here] (You can copy and paste this address into the "Location" window of your browser, and press Enter. If the url doesn’t work, make sure it is complete and hasn’t been broken over multiple lines. If the url spans more than one line make sure you are entering all of it in the location window of your browser and that there are no spaces in the address). Follow the instructions on the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.
If you have questions or problems setting up your account, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer’s Name and Contact Information]

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**Email Invitation for IAR Sent to Reviewers New to Commons (Invitation to Recruitment Phase)**

**Subject: eRA Commons: IAR Conflict of Interest Check**

Dear Potential Reviewer,

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group **MEETING IDENTIFIER**.

**Purpose of Email**

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the SRO if you have any questions or would like to discuss particular issues in more depth.

**Identifying Potential Conflicts**

**To indicate any COI in IAR (and to access the full meeting at a later date):** You will need to log on to the eRA Commons Internet Assisted Review (IAR) website with a user name and password. To establish that user name and password, we have set up a special URL address that is unique to you.

Please visit this website to create your account as soon as possible so that you can identify any conflicts of interest. Open your Web browser and go to the URL [URL Listed Here].

Follow the instructions on the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons website. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.
If you have questions or encounter problems accessing Internet Assisted Review, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or email commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer’s Name and Contact Information]

---

**Account Creation Approval Sent to Reviewers New to Commons**

To: <Reviewer email>

Subject eRA <System Name>: Your reviewer account, <USERNAME>, has been activated

Dear Reviewer:

This is a system-generated invitation to the eRA <System Name> Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group <insert meeting identifier> meeting, scheduled for <insert meeting begin/end dates>.

An eRA <System Name> account has been created for <USERNAME> with this User ID <User_ID>. This account gives you access to the eRA <System Name>, including Internet Assisted Review (IAR).

This is one of two emails you will receive that contains your login information. In accordance with our security policy, your username and password may not be sent in the same email.

Shortly, you will be receiving the second email from the eRA <System Name> containing your password.

Please open your Web browser and go to the eRA <System Name> URL <Login page> (You can copy and paste this address into the “Location” window of your browser, and press Enter). Follow the instructions on the screen to log in to eRA <System Name>. After successfully logging on, click on Internet Assisted Review on the <System Name> main menu bar. Please follow "Tips for Reviewers" <https://era.nih.gov/files/tips_processing_documents.doc> for submitting critiques.

Note: To process your reimbursement in a timely manner, please make sure that your banking information is complete. You can enter or update your personal banking information securely from eRA Commons. After you access eRA Commons (as described in the paragraph above) click on Personal Profile on the eRA Commons main menu bar. Then click Edit on the Reviewer Information section. On the Reviewer Payments subsection you will be provided with a link “Go to the Secure Payment Registration System” where you can verify and/or update your personal banking information. In the process of verifying your account, the eRA had the following comments:

<Comments (if any)>
Reviewer's Workflow

**Tip:** For instructions unique to Virtual Meetings (VM), see the information here.

The reviewer’s workflow includes responsibilities before, during, and after the meeting, spanning the different phases of the meeting. The possible tasks for a reviewer are as follows:

- Create an eRA Commons account to access IAR
- Access the IAR List of Meetings screen
- Electronically sign the Confidentiality Agreement and indicate Federal Lobbyist status
- Examine assigned applications to determine/disclose any conflicts of interest (COI) and check for appropriateness of assignment for expertise
- Electronically sign the Pre-Meeting COI Certification
- Access the application electronically
- Find review related materials, such as review guidelines, rosters, etc.
- Find post-submission materials
- Submit critiques and scores
- Read other reviewers’ critiques
- View the Preliminary Score Matrix
- Submit final scores (usually during the review meeting)
- Edit critiques and scores
- Electronically sign the Post-Meeting COI Certification
IAR Meeting Phases

The process of reviewing applications is broken down into several meeting phases. The SRO* creates the phase dates in the IAR Control Center for each meeting. Before reviewers can see a meeting in IAR, the phases for the meeting must be set, the reviewer must have an active eRA Commons account, and the reviewer must be enabled for that meeting.

**Note:** All times are in Eastern Standard Time/ Eastern Daylight Time.

**Note:** Not all phases are used by every review meeting. While some meeting phases are required (Submit Phase, Read Phase), others are optional (Recruitment Phase, Edit Phase) at the SRO’s discretion. All possible meeting phases are discussed in the sections that follow.

**Note:** The Chair of a meeting is not granted any special privileges in IAR regarding access to critiques. During the Submit Phase, the Chair will only be able to view critiques for assigned applications. During the Read Phase, the Chair will be able to read all meeting critiques (unless blocked or in conflict). The List of All Applications defaults to show a reviewer’s assignment list, but the reviewers can see the full meeting list of applications by clicking on the List All Applications link. If a Chair has no assignments, they will need to click on List All Applications link to view all meeting critiques.

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

**Recruitment Phase**

The SRO* responsible for conducting the review meeting is required to select and assign reviewers for each application in the meeting. These reviewers must not have any real or apparent conflicts of interest (COI) with the applications they are reviewing. A COI in scientific peer review exists when a reviewer has an interest in or an association with a person involved with a grant, a cooperative agreement application, or an R&D contract proposal that is likely to cause a bias within the evaluation. If a reviewer has a conflict of interest with an application, they may not participate in its review.

For this reason, the Recruitment Phase was created. In the Recruitment Phase, potential reviewers are given access to view a list of involved personnel for a meeting and to self-identify any Conflicts of Interest before being selected as reviewers in those meetings.

**Tip:** The NIH Conflict of Interest, Confidentiality, and Non Disclosure Rules can be accessed online at the following location: [https://grants.nih.gov/grants/peer/COI_Information.pdf](https://grants.nih.gov/grants/peer/COI_Information.pdf).
You may also review the Refer to the section of this document titled Certifying Conflicts of Interest on Page 141 topic in this online guide.
IAR for Reviewers

The Recruitment Phase is an optional phase enabled at the discretion of the SRO, usually ending with the start of the meeting or selection of a reviewer for the Submit Phase. The SRO invites the potential reviewers to participate in the Recruitment Phase, and when enabled for it, the reviewers are notified via an email invitation. In this phase, potential reviewers self-identify any COIs before being selected as reviewers and being given access to applications in the meeting.

When a potential reviewer is enabled by an SRO to participate in the Recruitment Phase of a meeting, the reviewer is notified of this invitation by email. The email sent to a reviewer differs depending on the status of the reviewer’s eRA Commons account.

**Recruitment Phase Workflow Summary:**

- Respond to the email invitation from SRO
- **Create an eRA Commons account** to access IAR (This is a one-time function. Do not create a new account if you already have an existing account.)
- Access the IAR **List of Meetings** screen
- Electronically sign the **Confidentiality Agreement** and indicate Federal Lobbyist status
- Examine assigned applications to determine/disclose any **conflicts of interest** (COI) and determine if the assignments are appropriate for your expertise
- Electronically sign the **Pre-Meeting COI Certification**
- **Access the applications electronically**
- Refer to the **Reviewer’s Workflow** for subsequent steps performed in other phases of the meeting

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.*

**Submit Phase**

During the Submit Phase, reviewers submit critiques and preliminary scores for their assigned applications. Reviewers can only view critiques and scores that they have submitted and cannot yet read the critiques of other reviewers; however, they may submit critiques for unassigned applications if permitted by the SRO*. Access to the critiques of other Reviewers is restricted during this phase to ensure that Reviewers begin the process with independently developed opinions. These actions are taken using the **List of All Applications** screen in IAR, which is discussed later in this document.

The Critique Due Date determines the end of the Submit Phase and is typically a few days to a week before the actual meeting date.

**Note:** Mail Reviewers can only see their assigned applications regardless of SRO settings.
**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

**Read Phase**

During the Read Phase of a meeting, reviewers who have already submitted critiques for their assigned applications can view the critiques and scores of other reviewers. Reviewers may submit late critiques if they had not done so in the Submit Phase; however, Reviewers cannot modify or resubmit critiques or preliminary scores already submitted during the Read Phase.

Not all Reviewers can view all critiques, for example, Mail Reviewers may only view assigned applications. Reviewers may be blocked by SROs* from reviewing others’ critiques if their own have not been submitted. Reviewers are also excluded from viewing critiques of applications with which they are in conflict. Refer to the section of this document titled Viewing Critiques on Page 73 for more information.

The Read Phase of the meeting begins immediately at the end of the Submit Phase and ends when the SRO designates, which usually is at the time the actual meeting ends.

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

**Edit Phase**

The Edit Phase is an optional phase enabled at the discretion of the SRO*. During the Edit Phase, reviewers can submit updated critiques for their assigned applications and read critiques posted by themselves and others. Additionally, reviewers can submit critiques for unassigned applications if permitted by the SRO*. As with the other phases, reviewers cannot submit critiques or view critiques if in conflict with the application.

**Note:** Preliminary score submission is not permitted in the Edit Phase after the actual meeting is held (start date of the actual meeting has passed). Criteria scores can be modified in this phase.

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.
List of Meetings Screen

The List of Meetings screen in IAR is the first screen that reviewers see once they have accessed IAR. This screen is the starting point from which IAR related meeting information is obtained. Depending on the specific phase of a meeting or status of a reviewer, various links appear in List of Meetings for performing the necessary functions.

When a reviewer accesses IAR, the system searches meetings for which the reviewer is enabled and the meeting phase is active. These meetings display in the List of Meetings. If a reviewer is enabled for special types of meetings, these meetings display in a separate table of meetings, above the regular meetings.

IAR also checks to see if the reviewer has signed the electronic Confidentiality Agreement. Meeting information cannot be displayed to a reviewer until the Confidentiality Agreement is signed. If not signed, the List of Meetings displays only the meeting name and the Confidentiality Statement link in the Action column. The steps for completing the Confidentiality Agreement are discussed in further detail later in this chapter.

Global Navigation

A global navigation menu is present on the following screens: List of Applications, List of Meetings, Meeting Materials, and Preliminary Score Matrix. This may change dependent upon the user's role.
Accessing the List of Meetings Screen

To access the List of Meetings:

1. Log into eRA Commons and select the Internet Assisted Review tab.

   The List of Meetings screen displays any meetings having an active phase and for which the reviewer is enabled. The details of the meeting, such as location and time, are also displayed. Several links displays in the Action column, depending on the current status of the reviewer and/or meeting (for example, whether the reviewer has signed the Confidentiality Agreement, the current active meeting phase, type of meeting). These links are used for accessing additional meeting information.

2. First time accessing the meeting only: Select the Pre-Meeting COI Certification link in the Action column to sign the confidentiality agreement for the meeting. This agreement must be signed once for every meeting accessed by a reviewer. Refer to the section of this document titled Confidentiality Agreement on Page 25 for detailed steps on completing this process. (The Post-Meeting link will be signed when all meeting duties are complete.)

3. For Recruitment Phase meetings only: Select the Check Conflicts link in the Action column to indicate applications for which a conflict of interest exists. The Check Conflicts link displays only for meetings with an enabled Recruitment Phase.

The List of Meetings screen is displayed as a table of information. The columns are as follows:

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Meeting Dates/Location</th>
<th>SRC Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/08 ZRD1 RF (2) S Loan Repayment Program-2 2018</td>
<td>11/27/2018-11/29/2018 Gateway Building, Bethesda, MD</td>
<td>Budde Humphreyslk 301-555-1234 <a href="mailto:eReTest@mail.nih.gov">eReTest@mail.nih.gov</a></td>
<td>View List of Applications SRG Minutes/Budget Form Pre-Meeting COI Certification Post-Meeting COI Certification View Password for Materials</td>
</tr>
</tbody>
</table>
Displays meeting information such as meeting identifier and title. If the meeting is not in-person, the words *(Virtual Meeting)* or *(Teleconference)* appear after the meeting title. If the meeting uses the Online Critiques screen for entering critiques rather than Microsoft Word-based template files, the circled phrase **Online Critique** appears after the meeting title.

**Meeting Dates/Location**
Displays the actual meeting dates as well as the location (hotel, city, state) of the review meeting.

**SRO Name**
Displays the name, phone number, and email address of the SRO. The SRO’s email address is displayed as a hyperlink and can be selected to open your default email provider and send an email to the SRO.

**Action**
Displays phase-appropriate links from which a reviewer can access all information and screens necessary for completing the review assignments in IAR. Not all links are displayed or available at all times or for all reviewers and vary depending on the active meeting phase and meeting type. The possible links are listed below, but are explained in detail throughout this user guide.

- Confidentiality Statement
- Check Conflicts
- View List of Applications
- Preliminary Score Matrix
- SRG Minutes/Budget Form
- Pre-Meeting COI Certification
- Post-Meeting COI Certification
- Meeting Materials
- View Password for Materials

**Phase**
This is the current IAR phase for the meeting (e.g., Recruitment, Submit, Read, Edit).

**Critique Due**
Displays the date and time at which critiques are due. This date also represents the end of the Submit Phase of the meeting.

**Read Phase End**
Displays the date and time at which the Read Phase ends.

**Edit Phase End**
Displays the date and time at which the Edit Phase ends.

For special activity codes review, the following columns may be displayed instead of the ones listed above:

# Apps
This column displays the number of applications associated with this meeting.

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.*

**Confidentiality Agreement**

SAMHSA users - click here.

For each meeting for which a reviewer is enabled, IAR checks to determine if the Confidentiality Agreement has been electronically signed. The Confidentiality Agreement statement must be signed one time for each meeting, regardless of meeting phase. If the reviewer has not signed the agreement for a particular meeting, the Confidentiality Statement link displays in Action column on List of Meetings. This link opens the Confidentiality Agreement.
IAR for Reviewers

Note: The Confidentiality Statement links only displays if the reviewer has not signed the agreement for the meeting. The links are removed once the agreement is signed.

In IAR, reviewers are required to indicate whether they are federally registered lobbyists before being granted access to a meeting. Office of Management and Budget (OMB) policy requires a ban on the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. The steps for signing the agreement vary depending on this designation. The Confidentiality Agreement explains this process and prompts reviewers to provide a status before electronically signing the agreement and gaining access to the meeting.

Follow the appropriate steps as indicated in the sections that follow.

Reviewer is Not a Federally Registered Lobbyist

To access and sign the Confidentiality Agreement and indicate that you are NOT a federally registered lobbyist:
IAR for Reviewers

1. Select the **Confidentiality Statement** link from the **Action** column on the **List of Meetings**.

The Confidentiality Agreement displays. This screen contains the NIH Confidentiality and Non Disclosure Rules. Please read the agreement carefully.

2. Select the radio button indicating **I am NOT a federally registered lobbyist**.

3. Click the **I agree** button at the bottom of the screen.

The **List of Meetings** screen returns with the **Action** links appropriate for the meeting.

---

**Reviewer is a Federally Registered Lobbyist**

A federally registered lobbyist whose term falls within the dates of a review meeting cannot be granted access to the review meeting. A reviewer’s status as a federally registered lobbyist must be indicated on the Confidentiality Agreement screen.

To access and sign the Confidentiality Agreement and indicate that you ARE a federally registered lobbyist:

1. Select the **Confidentiality Statement** link from the **Action** column of the **List of Meetings**.
The Confidentiality Agreement displays. This screen contains the NIH Confidentiality and Non Disclosure Rules. Please read the agreement carefully.

2. Select the radio button indicating **I am a federally registered lobbyist, the meeting date falls within my term.**

3. Click the **I agree** button at the bottom of the screen.

The Registered Lobbyist Verification screen displays. This screen shows that you have indicated that you are a federally registered lobbyist and explains the purpose for requesting the lobbyist status of reviewers. The screen provides a link for accessing additional information on this topic.

The Registered Lobbyist Verification screen also provides a chance to confirm or cancel this designation.
Note: Once you have indicated your status as a federally registered lobbyist, you will be denied access to the meeting. You will not have the ability to reverse the status yourself. If you mistakenly designate yourself as a federally registered lobbyist, you must contact the eRA Service Desk for assistance.

4. Only if you have accessed this screen and are NOT a federally registered lobbyist: Select the Cancel/Return button to return to the List of Meetings screen. Refer to the section of this document titled Reviewer is Not a Federally Registered Lobbyist on Page 26 to continue.

5. Only if you want to continue to confirm your status as a federally registered lobbyist: Select the Confirm/Continue button.

The List of Meetings screen returns, displaying Access Denied: Federally Registered Lobbyist in the Action column. The SRO* receives an email whenever a potential reviewer designates himself as a federal lobbyist; however, it is a good idea to contact the SRO directly in this situation.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant
nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

**Conflicts of Interest**

The NIH peer review process relies on reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: [https://www.grants.nih.gov/grants/peer/peer_coi.htm](https://www.grants.nih.gov/grants/peer/peer_coi.htm).

Reviewers should report to the SRO any conflicts of interest they might have with any of the applications in the meeting. If the meeting has a Recruitment Phase, conflicts can be identified and recorded by selecting the **Check Conflicts** link from the **Action** column on the **List of Meetings**. This link is only available if Recruitment Phase has been enabled for the meeting.

Reviewers not participating in Recruitment Phase must report any COIs to the SRO. For phases other than Recruitment, follow the steps below.

1. From the **List of Meetings** screen, select the **List of Applications: By Application** link from the **Action** column.

   The **List of All Applications** screen displays, with the reviewer’s assigned applications as the default display.

2. Select the List All Applications link to display all applications in the meeting. This is important for determining if COIs exist for any other applications.

3. Examine the applications:
   a. Select the grant number – displayed as a hyperlink – to open the **Grant Folder** for the application.
   b. From within **Grant Folder**, select the **e-Application** link to access the application.
c. Look over the names of PIs and all Senior/Key personnel to identify any conflict.

d. Repeat this process for all applications in the meeting.

e. Notify your SRO of any conflicts identified.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.
List of All Applications Screen

The *List of All Applications* screen lets reviewers view information about the applications in the meeting and provides access to such actions as submitting and viewing scores and critiques. The information shown on this page is customized based on the current meeting phase and on the meeting permissions set by the SRO*. Available information also varies depending on the reviewer type and a reviewer’s conflicts of interest.

**Global Navigation**

Use the **Go To** menu, which has role-based links to other screens, to navigate to other screens. It displays on these screens: *List of Applications, List of Meetings, Meeting Materials,* and *Preliminary Score Matrix.*

---

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.*

Accessing the List of My Assigned Applications

Before accessing applications, you must sign the confidentiality agreement (refer to the topic titled *Confidentiality Agreement*) and certify the Pre-Meeting *Conflict of Interest* form. If you do not, an alert appears reminding you to perform these actions. (click to view)

---

To view the *List of My Assigned Applications* screen:
1. Log into eRA Commons and click Internet Assisted Review in the top navigation.

2. The List of Meetings screen displays. If accessible, the View List of Applications link is displayed in the Action column. Click the View List of Applications link.

   Accessing the View List of All Applications Screen

3. By default, the List of My Assigned Applications screen is displayed. In later phases of the meeting, IAR provides access via this screen for viewing all applications in the
meeting if the SRO* has opened the meeting for unassigned critiques.

To view all applications in the meeting, select the **List All Applications** link. To determine which is the current view, look for the orange triangle icon (△) next to the link for **List All Applications** or **List My Assignments Only**. The current view is indicated by this triangle icon.

**Accessing the List of All Applications Screen**

To access the **List of All Applications** after signing the confidentiality agreement (Refer to the section of this document titled Confidentiality Agreement on Page 25):

1. Log into eRA Commons and select the **Internet Assisted Review** tab.

   The **List of Meetings** screen displays. If accessible, the **View List of Applications** link is displayed in the **Action** column.

2. Select the **View List of Applications** link.
By default, the *List of Applications: By Application* screen initially shows only the applications assigned to the reviewer; however, in later phases of the meeting, IAR provides access via this screen for viewing all applications in the meeting if the SRO* has opened the meeting for unassigned critiques.

To view all applications in the meeting, select the **List All Applications** link. To determine which is the current view, look for the orange triangle icon (△) next to either the link for **List All Applications** or the **List My Assignments Only** link. The current view is indicated by this triangle icon.
Note: Mail reviewers are only able to see applications to which they are assigned and can only view their own critiques.

Both views display information for the applications in the meeting. The meeting title, identifier, and phase as well as meeting dates and critique dates display above the list of applications.

Below this information are links for List of Meetings, View Meeting Materials, and links for viewing critiques, which vary from phase to phase. These links are discussed later.

The table displayed on the screen is the List of My Assigned Applications. This list includes columns of information for Review Order; Application (including the application number and RFA/PA associated with the application); PI Name (parent application PI); Early Stage Investigator (ESI) indicator; New Investigator (NI) indicator; the Title of the application; Assignment Role of the reviewer; Prelim. Score; the Submitted Date of critiques; and the available Action options for the reviewer.

If a column name is displayed as a link (e.g., PI Name), the information in the table can be sorted by the column by selecting that link. An orange triangle icon (▴) next to the column name indicates the current sort.
The application number is displayed as a hyperlink. Selecting this link opens the application Grant Folder, from which several other options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application.

**Action** options include [submit], [view], and [update] depending on whether a reviewer is allowed to submit or has already submitted a critique.

The **Submitted Date** column shows the latest date when the critique for an application was (re)submitted.

The **Assignment Role** for an application displays **COI** if the reviewer has a conflict of interest with personnel of the application. Links for submitting, viewing, and deleting critiques are not displayed for these applications. In addition, the existence of a specific type of conflict (CD Conflict) will suppress the link to the application’s Grant Folder.

The **List of All Applications** screen (among others) provides access to the tools necessary for completing tasks in each phase. As such, the look and functionality of this screen may vary depending on a reviewer’s role and the current meeting phase.

Please refer to the other sections within this chapter for details on the links and actions available from this screen for each specific meeting phase.
The following links display on the *List of All Applications* screen regardless of the current meeting phase:

![List of My Assigned Applications](image)

**Global Navigation**

A global navigation menu is present on the following screens: *List of Applications, List of Meetings, Meeting Materials, and Preliminary Score Matrix*. This may change dependent upon the user’s role.

- **List of Applications**
  - Updates the screen to show all the applications in the meeting, regardless of the current reviewer’s assignments. This is not available for Mail reviewers and reviewers blocked by the SRO from viewing others’ critiques before submitting their own. The orange triangle icon next to the link indicates that this is the current view.

- **List of Meetings**
  - Returns the user to the *List of Meetings* screen.

- **Meeting Materials**
  - An SRO can provide reviewers with links and documents containing relevant information for the review meeting. If the SRO has provided materials, they are accessible through this link.

- **Preliminary Score Matrix**
  - The *Preliminary Score Matrix* screen option is only visible in **Read** phase. It allows a reviewer to see the preliminary overall/impact scores assigned by other reviewers for all applications in which the reviewer is not in conflict.
Each page includes a number of links specific to that page. The other links include links to critiques, critique templates, and application options:

**View Critique Options**

- **View My Critiques**
  - Opens a PDF document containing all of a reviewer’s preliminary critiques and scores.

- **View Critiques by:**
  - Opens critiques by **Application, PI name, All the Reviewers' critiques** and by **Assigned Applications**.

- **Download a Zip of My Assigned Critique Templates**
  - (Does not appear for online critiques) Downloads a compressed file containing all of the critique templates associated with the applications assigned to you. When the file is extracted, the individual templates will follow this naming convention:
    - [reviewer last name]_[application number]_[reviewer role]
    - e.g. Smith_1R01123456-01_Pri_4.docx. If a reviewer has no assigned role, that part of the file name will be dropped.

- **List Applications Options** (Submit Phase) or **List My Assignments Only** (Read and Edit Phases)
  - Updates the screen to show only: **List all Applications**, or the applications **assigned to the reviewer**. This is the default view of the screen. The orange triangle (▲) icon next to a link indicates this is the current view.

**Column Headings**

The column headings bar contains functionality, including:

- Where headings are underlined, this indicates that they can be sorted.
- If they contain orange triangle icons, this indicates this is the current view.
- The **Collapse All** heading

**Additional Materials**

The Additional Materials link displays within the **Title** column (beneath the application title) if the application has at least one eAddition in its **Grant Folder**. The link opens the Additions for Review section of the Grant Folder.

**Tip:** To keep track of any additional material added without checking back every time, simply look for the date displayed within the link. This represents the Latest eAdditions Date.
Final Score Sheet (button)

Opens the Final Score Sheet for entering final impact scores as well as criterion scores. This button is only enabled during the period of final scoring as entered by the SRO in IAR and may not be applicable to all meetings. The button is visible but disabled outside of final scoring or if final scoring is not used for a meeting.

Note: The Final Score Sheet button does not display on your List of All Applications if you are a Mail reviewer.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Finding a Reviewer's Assigned Role

Reviewers may have different responsibilities at review meetings depending on their roles. Please check with your SRO* if you have questions or concerns about your role. To identify your assignment role, look in the Assignment Role column of the List of All Applications.
Assignment Roles in List of All Applications screen

Possible roles and associated responsibilities are as follows:

Primary/Reviewer 1, Secondary/Reviewer 2 and Tertiary/Reviewer 3 (sometimes also designated as Discussant):

- Review your assigned applications
- Write and submit critiques and scores for assigned applications
- Read critiques form other assigned reviewers
- Be prepared to discuss the score driving strengths and weaknesses

Discussant

- Read and understand the critiques of the assigned applications
- Provide a short written review if the SRO asks for one

Mail Reviewer*

- Check with your SRO
- Provide a written critique for the applications assigned and maybe submit preliminary criterion and/or impact scores.

* A Mail reviewer is one who completes critiques of applications but who does not attend a meeting to discuss the applications.

Chair

- Review the abstract and aims of all applications, and discuss any issues or changes in review policy/guidelines with the SRO
• Write critiques and submit scores for the specific applications assigned to them (can be Reviewer 1, 2 or 3 for any given assignment)
• Follow up on any other chair-specific instructions provided by the SRO

This information can also be found on the Guidance for Reviewers website, Know Assignment Role page.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of All Applications in Submit Phase

During the Submit Phase of a meeting, reviewers perform their initial submission of critiques. They may also modify critiques and preliminary scores during the Submit Phase. Viewing all applications and submitting critiques as an unassigned reviewer may be permitted by the SRO*; however the ability to view others’ critiques is not available during this phase.

The List of All Applications screen is the portal for reviewers to submit critiques and preliminary scores, as well as view meeting materials. The screen either lists only applications assigned to the reviewer (List of My Assigned Applications link and default view) or lists all applications in the meeting (List All Applications link) unless the reviewer is a Mail reviewer. Mail reviewers can only see applications for which they are assigned.

List of All Applications

---

<table>
<thead>
<tr>
<th>Review Order</th>
<th>Application Act/IC/Serial#</th>
<th>PI Name</th>
<th>PI Name</th>
<th>CT</th>
<th>ESI</th>
<th>NI</th>
<th>Title [Latest eAdditions Date]</th>
<th>Assignment Role</th>
<th>Submitted Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>1 R01 A123456-31</td>
<td>PI Name -1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Title of Meeting</td>
<td>Rev 1</td>
<td>06/10/2016 01:49 PM</td>
<td>submit view delete</td>
</tr>
<tr>
<td>2</td>
<td>1 R01 A123456-01</td>
<td>PI Name -2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Title of Meeting</td>
<td>Rev 3</td>
<td>06/10/2016 03:35 PM</td>
<td>submit view delete</td>
</tr>
<tr>
<td>3</td>
<td>1 R01 A123456-01</td>
<td>PI Name -2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Title of Meeting</td>
<td>Rev 2</td>
<td>06/10/2016 18:52 PM</td>
<td>submit view delete</td>
</tr>
</tbody>
</table>
The options in the Action column for the Submit Phase include the [submit], [view], and [delete] links. The [submit] option is only available if a reviewer has not submitted a critique or scores; once a critique is submitted, the options become [view] or [delete]. Refer to the section of this document titled Submitting Critiques and Scores on Page 54 for steps on performing this function.

If the SRO allows it, reviewers may see the [submit] link for unassigned applications (via the List All Applications view). In this case, reviewers can submit critiques for these unassigned applications, unless there is a conflict of interest. If conflicts exist for any of the applications, COI displays in the Assignment Role column, and critiques for this application cannot be viewed or submitted.

**Note:** In all meeting phases, for specific types of review, if the SRO has opted to display only applications selected for Phase 2 review, the List of All Applications screen reflects this choice and displays only Phase 2 applications. The screen name is displayed as List of All Applications - Phase 2 Only in this scenario.

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.*

**List of All Applications in Read Phase**

Typically, reviewers are able to view the critiques of other reviewers during the Read Phase. As in other phases, any applications with a conflict are blocked and display COI as the
Assignment Role. By default, only the reviewers’ application assignments are displayed in the list; however, selecting the **List All Applications** link presents a view of all applications in the meeting.

**Note:** To return to a view of only assigned applications, select the **List My Assignments Only** link. An orange triangle icon (🔹) next to this link (or next to the **List All Applications** link) is an indicator of which of these two options is the current view.

If the reviewer has submitted scores for an application, the **View All Critiques – [PDF]** link displays in the **Application** column for that application. This link can be used to access a PDF file of all reviewer’s critiques for this application. When setting up the meeting, the SRO* can choose to block a reviewer from viewing the critiques of others if that reviewer has not yet submitted his or her own scores. If the SRO chooses not to block the reviewer, this link displays whether the reviewer has submitted his or her own scores or not.

When the block option is enabled by the SRO and a reviewer has not submitted critique and preliminary scores, the following message displays under the application **Title** column: **You must submit your critique before you can read others.** The **View All Critiques – [PDF]** link
will not display until the reviewer submits his or her own scores. Additional links on this screen for viewing critiques also do not function if a blocked reviewer has not submitted his or her own scores and/or critique.

The options displayed in the **Action** column for the Read Phase may differ from those displayed during the Submit Phase. They may also vary within the Read Phase itself depending on the settings of the meeting and whether the reviewer has submitted scores. If a reviewer has not yet submitted scores, the [submit] link displays in the **Action** column, otherwise the [view] link is displayed for viewing only. If a critique is submitted, the [view] link is also present for other reviews not submitted by the reviewer.

**Refer to the section of this document titled Viewing Critiques on Page 73** for more information on the methods for viewing critiques within each phase of the meeting.

During the Read Phase of the meeting, the **Prelim. Score** column lists each application’s preliminary score per Reviewer Role. The **Average** score is displayed beneath these scores. Reviewers may also view scores via the **Preliminary Score Matrix**, accessible via the **Preliminary Score Matrix** link. **Refer to the section of this document titled Preliminary Score Matrix on Page 79** for more information.

### List of All Applications

#### Meeting Information

- **Meeting Title**: Neurotransmitters, Receptors, and Calcium Signaling Study Section
- **Meeting Identifier**: 2017/06 NTRC
- **Meeting Phase**: READ
- **Meeting Dates**: 03/20/2017 - 03/23/2017
- **Critiques Due**: 03/23/2017 11:59 PM
- **Eastern Standard Time / Eastern Daylight Time**

#### View Critique Options
- [View My Critiques](#)
- [List My Assignments Only](#)

#### Filter:

<table>
<thead>
<tr>
<th>DO</th>
<th>Application</th>
<th>PI Name</th>
<th>PI Name</th>
<th>Title</th>
<th>Average Score</th>
<th>Role</th>
<th>Score</th>
<th>Action</th>
<th>Expand All</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5 R01 NS 123456-01</td>
<td>ELDER, LARRY</td>
<td>Yes</td>
<td>ASSESSING ROLE OF NEURONAL GAP JUNCTIONS IN ISCHEMIC INJURY</td>
<td>2.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5 R01 NS 123456-02</td>
<td>LOVE, MBA</td>
<td>No</td>
<td>Regulation of Glutamatergic Synaptic Transmission by mGluR1 Signaling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>5 R01 NS 123456-03</td>
<td>MOSLOWIAN, ANGELA</td>
<td>No</td>
<td>The Impact of TGF-β Signaling on Cells and Signals in the Basal Ganglia</td>
<td>2.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of All Applications in Edit Phase

The Edit Phase is an optional meeting phase, usually after the actual meeting – determined by the SRO* – the main purpose of which is to allow reviewers to update their criterion scores and/or to modify critiques after editing. In the Edit Phase of a meeting, the List of All Applications screen provides the basic information about the applications in the meeting, access to the Grant Folder, the list of all applications, critiques posted by the reviewer, and critiques posted by all reviewers for applications to which the reviewer is assigned.

The screen either lists applications assigned to the reviewer (List Assigned Applications link and default view) or lists all applications in the meeting (List All Applications link) unless the reviewer is a Mail reviewer. Mail reviewers, who submit critiques but do not attend review meetings, can only see applications for which they are assigned.

The options in the Action column for the Edit Phase vary depending on the settings of the meeting and whether the reviewer has submitted scores, with the possible options of [submit], [view], and [update] links. The [submit] option is only available if a reviewer has not submitted a critique or scores. Refer to the section of this document titled Submitting Critiques and Scores on Page 54 for steps on performing this function. For online critiques, see About Online Critiques.
Once a critique is submitted, the options become [view] and [update] for a reviewer’s own critiques and [view] for the critiques of other reviewers. If working with online critiques, the options after submitting are [submit], [view], and [delete], and you use [submit] to edit and resubmit the previously submitted online critique.

**Note:** If not blocked by the SRO, the reviewer also sees the [view] link for viewing others’ critiques even if that reviewer has not submitted his or her own.

If conflicts exist for any of the applications, COI displays as the Assignment Role, and critiques for this application cannot be viewed or submitted.

If the reviewer has submitted scores for an application, the View All Critiques – [PDF] link displays in the Application column for that application and provides access to a PDF file of all reviewer’s critiques for this application. When setting up the meeting, the SRO can choose to block a reviewer from viewing the critiques of others if that reviewer has not yet submitted his or her own scores. If the SRO chooses not to block the reviewer, this link displays whether the reviewer has submitted his or her own scores or not.

**Note:** When final scoring is enabled for a meeting, the Final Score column displays on the List of All Applications during the Edit phase.

When the block option is enabled by the SRO and a reviewer has not submitted scores, the following message displays under the application Title column: *You must submit your critique before you can read others.* The View All Critiques – [PDF] link will not display until the reviewer submits his or her own scores.

To update scores or critiques during the Edit Phase:
1. Select the [Update] link from the Action column for the application in the List of All Applications screen.

2. Optional: Enter the revised criterion scores as appropriate.

3. Optional: Browse and attach a new critique. To view the existing critique first, select the View Existing Critique link.

4. Select the Submit button.

5. From the confirmation screen, select the Confirm button.

**Note:** During the EDIT phase, the View Discussion link will display discussion comments in a read-only format until the scoring window has ended.

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.*
Meeting Materials

Once an SRO adds materials to a meeting, reviewers can view and download those materials from the Meeting Materials screen. There are two ways to access the Meeting Materials screen:

1. From the List of Meetings screen, select the Meeting Materials link in the Action column, or

   ![Meeting Materials Action Panel]

2. From the List of All Applications screen in any phase, select the Meeting Materials link from the Go To: drop down menu.

   ![Meeting Materials Go To Panel]

The Meeting Materials screen displays a list of all available meeting materials. If the SRO enables it, a Download Meeting Materials ZIP button displays.

If critique templates are included in the materials, they appear in their own expandable section above other materials. Select the + Critique Templates button to expand the list of critique templates. When the list is expanded, the button becomes the - Critique Templates button and collapses the list again.
Note: Additional materials that may not show up under Meeting Materials can be viewed by selecting the Additional Materials link under the Title Column on the List of All Applications. The link only displays when at least one eAddition exists for an application. For more information, refer to the Additional Materials section of the Accessing the List of Applications Screen topic.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Meeting Materials ZIP Files

The Download Meeting Materials ZIP button

Some meetings include a Download Meeting Materials ZIP button at the top of the Meeting Materials screen. This button is set up by the meeting’s SRO and enables you to download a full set of meeting files to a local computer.
### Meeting Materials

**Go To:** Choose One

- **Download Meeting Materials ZIP**

**Meeting: 2018/05 AA-2 1**

---

**Note:** ZIP files will not include any grant applications or URLs associated with a meeting. You must access these meeting materials while online at the *Meeting Materials* screen. Note that critique templates will not be part of the download. [Bulk download of critique templates for assigned applications is already available in IAR. (See Access Critique Templates.)]

**Tip:** Since you will need an Access Code to open the downloaded ZIP file, it is recommended that you obtain the Access Code first and then download the ZIP file next. Refer to the section of this document titled View the Meeting Materials ZIP File Access Code on Page 52 for how to obtain the Access Code.

To download the Meeting Materials ZIP file:

1. From the *Meeting Materials* screen, select the **Download Meeting Materials ZIP** button.

   The *Open or Save* confirmation dialog box displays.

   ![Confirmation Dialog Box](image)

   **Do you want to open or save 2018_1_-ZRG1 IMU-A-meeting_materials.zip from era.nih.gov?**

   - [Open]
   - [Save]
   - [Cancel]

2. Select the **Open** or **Save** button. If you select **Open**, a list of the downloaded Meeting Materials displays in your file explorer or ZIP File application.
Enter Access Code in "Password" field

**Note:** Depending on your computer and operating system, your list may open in a different browser or application, but the functionality and behavior should be the same.

**Note:** Additional materials that may not show up under *Meeting Materials* can be viewed by selecting the **Additional Materials** link under the **Title Column** on the *List of All Applications*. The link only displays when at least one eAddition exists for an application. For more information, refer to the **Additional Materials** section of the *Accessing the List of Applications Screen* topic.

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.*

**View the Meeting Materials ZIP File Access Code**

Downloaded Meeting Materials are secured by an Access Code that is set by the SRO.

You can view the Access Code for a meeting's downloaded ZIP file directly from the *List of Meetings* page. In the meeting's **Action** column, select the View Access Code for Materials ZIP link. The View Access Code for Meeting Materials window opens and displays the meeting's Access Code.
**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.*
Submitting Critiques and Scores

IAR allows reviewers to submit or re-submit critiques and scores for assigned applications during the Submit and Edit Phases. During the Read Phase, reviewers who have missed the due date and have not submitted a critique or criterion scores for an assigned application are still able to submit critiques and criterion scores; however, they will not be able to view the other critiques for this application until they have submitted their own.

Before submitting critiques and scores for an application, the reviewer can view additional information about the application by accessing the application Grant Folder. From the Grant Folder, several options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application. To view the Grant Folder, click the application number displayed as a hyperlink. Select the appropriate link from within the Grant Folder to view additional information.

Two methods of critique submission exist in IAR: MS Word critique template submission and online critique submission. A meeting is assigned to either online critiques, in which case all critique feedback is entered into IAR via the Online Critique screen, or it can be assigned to traditional MS Word-based critique templates. See About Online Critiques for information about online critiques.

The manner in which critiques and scores are recorded may differ depending on the type of review meeting in which you are participating. NIH business processes differ from those of other agencies and therefore require a different set of rules. Pioneer, New Innovator, and pre-applications review meetings may also have varying steps in their review process. The sections that follow outline steps specific to the type of meeting or business process and are not applicable to all reviewers.

Click here to see SAMHSA-only Critique submission

Review with Scored Criteria (NIH Review Business Process)

MS Word Templates: Submitting Preliminary Scores and Critiques

For the Scoring System and Procedure for NIH guidance only, select the following link: https://grants.nih.gov/grants/peer/guidelines_general/scoring_system_and_procedure.pdf.


NIH and the majority of Operating Divisions (OpDivs) followed the Enhancing Peer Review initiative, characterized by the existence of scored review criteria and a score scale of 1–9. While there may be more than five review criteria, only five need to be scored in IAR according to scientific and technical merit. These categories differ depending on the Funding Opportunity Announcement (FOA) and activity code of the applications. Reviewers provide separate scores for each category on a scale of 1 to 9, where 1 is exceptional and 9 is poor.

This topic discusses submitting scores and critiques and may not be applicable to all Reviewers.
To submit critiques and scores:

1. Select the View List of Applications link from the List of Meetings screen for the specific meeting.

   The List of All Applications screen displays, showing only the applications assigned to the reviewer.

2. Optional: Select the List All Applications link to display all applications in the meeting.

3. Select the [submit] link from the Action column for the application being reviewed.

   The Submit Critique and Preliminary Score screen displays for entering scores and uploading a critique. To exit the screen without entering scores or critique, select the Back to List of Applications link at the top of the screen.
Note: During the final scoring and the Edit Phase of a meeting, the preliminary overall/impact score is displayed as read-only; however, the criterion scores and critique file can still be modified. For meetings allowing final scoring, the Final Score also displays during the Edit phase, as read-only above the Critique File.

4. Optional: Select a criterion score (1–9) from the drop-down lists for each of the five categories. These categories are determined by the RFA/PA associated with the application.

5. Optional: Select a preliminary score (1–9) from the drop-down list for the Preliminary Overall/Impact.

6. Optional and Only if Top 5 Designation is applicable: Select the Top 5 checkbox to designate the application as one of the top 5. This checkbox is located next to the Preliminary Overall/Impact field only if enabled by the SRO*.

If 5 other applications have already been designated as Top 5, IAR displays the following error: You have already designated 5 applications in the Top 5 category. Please clear the Top 5 designation from existing application(s) to designate this
application as Top 5. In this case, access the other Top 5 applications via the List of All Applications screen and uncheck the Top 5 checkbox as appropriate.

When designating an application as Top 5, you must also submit a critique for that application.

7. Upload a critique file by selecting the Browse button, searching for the file, and selecting. You can only upload MS Word or Text files (.doc, .docx., .txt).

8. Select the Submit button.

Note: Selecting the Reset button clears the fields.

The Submit Critique and Preliminary Score screen then displays as read-only and prompts for a confirmation. The entered information can be canceled by selecting the Cancel button. Selecting Cancel returns the screen to an edit view on which scores can be re-entered and/or a new critique file attached.

The score and/or critique are not saved until the action is confirmed on this screen.

If IAR cannot upload the selected critique (e.g., the file is an invalid format or a virus has been identified on the file), an error displays.

9. Select the Confirm button to continue uploading the scores and critique.
The *Submit Critique and Preliminary Score* screen displays again as read-only, indicating that the information was successfully submitted. The critique file can be viewed on this screen by selecting the **View this submitted critique** link next to the file name.

10. Select the **Back to List of Applications** link to exit this screen.
When returned to the List of All Applications, the Action column displays the `[submit]`, `[view]`, and `[delete]` links.
Critique Preliminary Score, Submitted Date, and New Actions for Submitted

Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase. Refer to the section of this document titled Viewing Critiques on Page 73 for a description of the phase-specific method of viewing critiques.

Note: If the pre-meeting COI certification has not been signed, a warning displays on the Submit Critique and Preliminary Score screen as follows: Please sign your pre-meeting Conflict of Interest Certification in IAR system. Refer to the help topic titled Certifying Conflicts of Interest on Page 141 for more information.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Final Score Sheet (formerly called Voter Sheet)

If allowed by the SRO*, reviewers are able to submit final scores electronically in IAR within the score entry date and time range determined by the SRO for the meeting. These final scores are entered using the Final Score Sheet. The Final Score Sheet allows reviewers to
enter their final impact scores as well as criterion scores (if permitted by the SRO) if they changed as a result of the discussion. Scores may be entered for assigned and unassigned applications; however, the system does not allow entry of scores for any application with which a reviewer is in conflict.

At the time of the final scoring, the Final Score Sheet button becomes enabled on the List of All Applications screen.

If the reviewer has not signed the pre-meeting COI, an alert message will be displayed with a link taking the reviewer to the certification for that meeting.

To submit final scores:

1. Access the List of All Applications screen in IAR.

2. Select the Final Score Sheet button. This button is displayed on the screen only for
reviewers allowed to submit final scores and only during the score entry date range for the meeting.

The Final Score Sheet screen opens for all applications in the meeting, showing Review Order, Application Number, PI Name, Assignment Role (of the reviewer), Criterion Scores (if available), and Final Score fields. The information in the table can be sorted by selecting the hyperlinked column name of the information being sorted by. An orange triangle (▲) icon displays next to the column heading of the current sort.

Note: When applicable, if the SRO has opted to display only Phase 2 applications, the Final Score Sheet includes only those applications and the title displays as Final Score Sheet – Phase 2 Applications Only.

The Criterion Scores Label Report link opens the Review Criteria Score Labels report for the meeting. This report displays all applications per each RFA/PA in the meeting with a key defining the scores for each of the RFA/PAs (e.g., Score 1 – Significance; Score 2 – Investigator(s), Score 3 – Innovation, etc.).

Final Scores may be entered for all applications in the meeting, assigned or unassigned; however, for applications with which a reviewer is in conflict, the Final Score field displays a read-only CF and this final score cannot be updated. Deferred applications (those marked as DF) also display with their Final Score field as read-only as soon as the score is saved.
The ability to update criterion scores varies and may not be available for all applications. SROs must set up the meeting to allow criterion scores to display. Additionally, several business rules are in place to ensure that the criterion scores are only displayed based on the meeting settings configured by the SRO.

**The rules for displaying criterion scores are as follows:**

- If the assigned reviewer has not submitted a critique before final scoring, criterion score fields are not displayed.

- If unassigned reviewers are permitted to submit scores (i.e., only scores – no critiques), the criterion score fields are displayed and editable.

- If unassigned reviewers are permitted to submit scores with a critique required as backup, but have not submitted their required critique before final scoring, criterion score fields are not displayed.

- If unassigned reviewers are permitted to submit scores with a critique required as backup and have submitted their required critique, criterion score fields are displayed and editable.

- If a Discussant is required to submit a critique to support criterion scores and has not submitted the required critique before final scoring, the criterion score fields are not displayed.

- If a Discussant is required to submit a critique to support criterion scores and has submitted the critique before final scoring, criterion score fields are displayed and editable.

- If a reviewer is in conflict with an application, criterion score fields are not displayed.

- If an application already is scored as DF, criterion score fields are not displayed.

**Note:** The SRO determines whether to show subproject applications during final scoring. If the SRO has allowed subprojects to be scored, these applications display on the Final Score Sheet screen.

3. **Optional:** Update the existing **Criterion Scores** as needed.

4. **Enter a Final Score** for each application.

   Final scores may be entered numerically as 1 to 9 –or– with one of the following score codes below:
ND – Not Discussed: All applications in a meeting are required to receive scores. Applications lacking the quality necessary to be discussed at review meetings should be designated as ND.

NR – Not Recommended: Applications marked NR are not recommended for further consideration.

DF – Deferred: Applications marked deferred are moved to the next council round.

NP – Not Present: The reviewer was not present at the meeting when the application was discussed and is unable to give a score.

AB – Abstain: The reviewer is abstaining from scoring the application.

5. Select the **Save All** link from the **Action** column or the **Save All** button at the bottom of the screen to save the changes. All updated information is saved by selecting either **Save All** feature. Selecting the **Cancel** button at any time ignores the unsaved changes and closes the **Final Score Sheet** screen.

6. To save changes and leave the screen, select the **Save All and Return** button.

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.*
Review Criteria Score Labels Report

For reviews using scored criteria, the Review Criteria Score Labels report provides a key to the scores as defined by the different RFAs/PAs in the meeting (e.g., Score 1 – Significance; Score 2 – Investigator(s), Score 3 – Innovation, etc.). The report is divided by RFA/PA, showing the score definition as well as the applications submitted under that opportunity.

You can access the report by selecting the Criterion Scores Label Report link on the Final Score Sheet, which opens the report as a PDF in a separate window.
Some Operating Divisions (OpDivs) utilize the Review Business Process with no scored criteria, which differs from the NIH Review Business Process in that it does not use criterion scores, only a Preliminary Score, followed by final scoring. Scores consist of numeric values from 1.0 to 5.0 and/or non-numeric scores.

For meetings using the Review Business Process with no scored criteria, unassigned reviewers can only submit critiques and cannot enter scores.

This section discusses submitting scores and critiques for the Review Business Process with no scored criteria and may not be applicable to all reviewers.

To submit critiques and scores using the Review Business Process with no scored criteria:
1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

   The *List of All Applications* screen displays, showing only the applications assigned to the reviewer.

2. *Optional*: Select the **List All Applications** link to display all applications in the meeting.

3. Select the **[submit]** link from the **Action** column for the application being reviewed.

   ![List All Applications screen](image)

   The *Submit Critique and Preliminary Score* screen displays for entering a preliminary score and uploading a critique. To exit the screen without entering scores or critique, select the **Back to List of Applications** link.

   **Note**: During the Edit Phase of a meeting, scores are displayed as read-only; however, a critique file can still be uploaded.

4. *Optional and Only if Top 5 Designation is applicable*: Select the **Top 5** checkbox to designate the application as one of the top 5. This checkbox is located next to the **Preliminary Overall/Impact** field only if enabled by the SRO.
If 5 other applications have already been designated as Top 5, IAR displays the following error: *You have already designated 5 applications in the Top 5 category. Please clear the Top 5 designation from existing application(s) to designate this application as Top 5.* In this case, access the other Top 5 applications via the *List of All Applications* screen and uncheck the *Top 5* checkbox as appropriate.

When designating an application as Top 5, you must also submit a critique for that application.

5. Upload a critique file by selecting the *Browse* button, searching for the file, and selecting.

6. Enter a score of **1.0–5.0** in the *Preliminary Score* field.

7. Select the *Submit* button.
**Note:** Selecting the **Reset** button clears the fields.

The *Submit Critique and Preliminary Score* screen displays as read-only and prompts for a confirmation. The entered information can be canceled by selecting the **Cancel** button. Selecting **Cancel** returns the screen to an edit view on which scores can be re-entered and/or a new critique file attached.

The score and/or critique are not saved until the action is confirmed on this screen.
Note: If the pre-meeting COI certification has not been signed, a warning displays as follows: *Please sign your pre-meeting Conflict of Interest certification in IAR system. Refer to the help topic titled Signing the Meeting Conflict of Interest Forms* for more information.

If IAR cannot upload the selected critique (e.g., the file is an invalid format or a virus has been identified on the file), an error displays.

8. Select the **Confirm** button to continue uploading the scores and critique.

The *Submit Critique and Preliminary Score* screen displays again as read-only, indicating that the information was successfully submitted. The critique file can be viewed on this screen by selecting the **View this submitted critique** link next to the file name.

9. Select the **Back to List of Applications** link to exit this screen.

10. When returned to the *List of All Applications*, the **Action** column displays the [submit], [view], and [delete] links.

Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase. **Refer to the help topic titled Viewing Critiques** for a description of the phase-specific method of viewing critiques.

**Final Score Sheet (previously called Voter Sheet)**

If allowed by the SRO, Reviewers are able to submit final scores electronically in IAR within the score entry date range determined by the SRO for the meeting. These final scores are entered using the *Final Score Sheet*. Scores may be entered for assigned and unassigned applications; however, the system does not allow entry of scores for any application with which a reviewer is in conflict.

At the time of the final scoring, the **Final Score Sheet** button becomes enabled on the *List of All Applications* screen.
To submit final scores:

1. Access the **List of All Applications** screen in IAR.

2. Select the **Final Score Sheet** button. This button is displayed on the screen only for Reviewers capable of submitting final scores and only during the score entry date range for the meeting.

The **Final Score Sheet** screen opens for all applications in the meeting, showing **Review Order, Application Number, PI Name, Assignment Role** (of the reviewer), and **Final Score** fields. The information in the table can be sorted by selecting the hyperlinked column name of the information being sorted by. An orange triangle (✏️) icon displays next to the column heading of the current sort.

**Note:** When applicable, if the SRO has opted to display only Phase 2 applications, the **Final Score Sheet** includes only those applications and the title displays as **Final Score Sheet – Phase 2 Applications Only**.

Final Scores may be entered for all applications in the meeting, assigned or unassigned; however, for applications with which a reviewer is in conflict, the **Final Score** field displays a read-only **CF** and this final score cannot be updated. Deferred applications (those marked as **DF**) also display with their **Final Score** field as read-only.
Note: The SRO determines whether to show subproject applications during scoring. If the SRO has allowed subprojects to be scored, these applications display on the Final Score Sheet screen.

3. Enter a Final Score for each application.

Final scores may be entered numerically as 1.0 to 5.0 –or– with one of the following score codes below:

UN – Unscored: All applications in a meeting are required to receive scores. Applications lacking the quality necessary to be discussed at review meetings should be designated as UN.

NR – Not Recommended: Applications marked NR are not recommended for further consideration.

DF – Deferred: Applications marked deferred are moved to the next council round.

NP – Not Present: The reviewer was not present at the meeting when the application was discussed and is unable to give a score.

AB – Abstain: The reviewer is abstaining from scoring the application.

4. Select the Save All link from the Action column or the Save All button at the bottom of the screen to save the changes. All updated information is saved by selecting either Save All feature.

Selecting the Cancel button at any time ignores the unsaved changes and closes the Final Score Sheet screen.
5. To save changes and leave the screen, select the **Save All and Return** button.

**Viewing Critiques**

Reviewers have the ability to view critiques in IAR for all applications in a meeting. This ability may vary depending on the type of reviewer, the status of the reviewer’s own critique submission, the SRO’s* meeting settings, or the IAR phase of the meeting. For example, a reviewer cannot view the critiques of any application with which he or she is in conflict; Mail Reviewers can only view their own critiques; and SROs can block the view of others’ critiques if a reviewer has not submitted his or her own.

The list below describes the various ways – for each meeting phase – in which critiques may be viewed in IAR.

**Note:** All methods may not be available to all Reviewers.

**Submit Phase**

During the Submit Phase, Reviewers can view their own critiques one by one via the *List of All Applications* screen by selecting the [view] option in the **Action** column of an individual application. Selecting this option opens a PDF document of the reviewer’s critique for the specified application.

**Read and Edit Phases**

During the Read and Edit Phases, a reviewer may be able to view his or her own critiques for each application in the meeting individually; all meeting critiques merged into one file; all critiques for a specific application merged into one file; all of his or her submitted critiques merged into one file; or all critiques for a reviewer’s assigned applications merged into one file.
The following is a list of possible methods for viewing critiques while in the Read and Edit Phases. It should not be assumed that all methods are available to all Reviewers.

- **[View]** option in the **Action** column of an individual application
  Selecting this option opens a PDF document of a reviewer’s critique for the specified application. A **[view]** link is provided for each available reviewer’s critique. Missing links indicate that a critique is not available or that the reviewer does not have access to it.

- **View All Meeting Critiques: By Appl** link
  Displayed only if the SRO has unblocked the reviewer in the meeting **Control Center**.
  Selecting this option opens a PDF document of all critiques for all applications in the meeting – not just those submitted by the reviewer or applications assigned to the reviewer. The critiques are ordered by application number, with a secondary sort by reviewer role. If the reviewer is in conflict with an application, the critiques for that application are omitted from the document.

- **View All Meeting Critiques: By PI** link
  Displayed only if the SRO has unblocked the reviewer in the meeting **Control Center**.
  Selecting this option opens a PDF document of all critiques for all applications in the meeting – not just those submitted by the reviewer or applications assigned to the reviewer. The critiques are ordered by the last name of the applications’ PIs, with a secondary sort on the reviewer assignment role. Multi-project applications are sorted by the parent application’s PI. If the reviewer is in conflict with an application, the critiques for that application are omitted from the document.

- **View My Critiques** link
  Selecting this option opens a PDF document of all critiques submitted by the reviewer, regardless of assignment.

- **View All Critiques for Assigned Applications** link
  Displayed only if the SRO has unblocked the reviewer in the meeting **Control Center**.
  Selecting this option opens a PDF document of all critiques submitted for applications assigned to the reviewer. This includes the critiques of other Reviewers for these applications.

- **View All Critiques – [PDF]** link
Selecting this option opens a PDF document of all critiques from all Reviewers for the specified application. The critiques are ordered by the reviewer assignment role. If the reviewer is in conflict with an application, this link is not displayed.

If the reviewer has not submitted scores, and the SRO has enabled the block feature for the reviewer, the [view] link is not present in the Action column and the View All Critiques – [PDF] link is not displayed. These links also are not available when a reviewer is in conflict with an application.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Deleting Scores and Critiques

During the Submit Phase of a meeting, reviewers possess the ability to delete their own previously submitted critiques or scores. This is particularly useful in the event that a critique and/or scores were entered for the wrong application or need to be revised.

**IMPORTANT:** The Delete link should only be used when the reviewer needs to remove both the critique and criteria scores. Reviewers may not realize that deleting the critique also deletes the criteria scores, which the system does not allow to exist without a critique.

If only the critique needs to be replaced, it is not necessary to follow the deletion steps below. Deleting the critique is not necessary before submitting a new one. If only the critique needs replacing, the [submit] link on the List of All Applications screen should be used. Refer to the section of this document titled Submitting Critiques and Scores on Page 54 for more information.

**Note:** During the Edit Phase, scores and critiques can be modified using the [update] link. Refer to the section of this document titled List of All Applications in Edit Phase on Page 46 for more information.

To delete critiques and/or scores:

1. Access the List of All Applications screen for the meeting.
2. Locate the application from the list, and select the [delete] link from the Action
column.

<table>
<thead>
<tr>
<th>Title [Latest eAdditions Date]</th>
<th>Reviewer</th>
<th>Role</th>
<th>Prelim. Score AVG</th>
<th>Submitted Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Application</td>
<td>Reviewer1</td>
<td>Pri 1</td>
<td>6</td>
<td>05/31/2016 11:03 AM</td>
<td>submit view delete</td>
</tr>
<tr>
<td>View Discussion</td>
<td>Reviewer2</td>
<td>Pri 2</td>
<td></td>
<td></td>
<td>submit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Average: 5.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title of Application</td>
<td>Reviewer1</td>
<td>Pri 1</td>
<td>6</td>
<td>05/31/2016 11:44 AM</td>
<td>submit view delete</td>
</tr>
<tr>
<td>View Discussion</td>
<td></td>
<td></td>
<td>Average: 5.0</td>
<td></td>
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<td>Pri 1</td>
<td>6</td>
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<tr>
<td>View Discussion</td>
<td></td>
<td></td>
<td>Average: 6.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The *Delete Critique/Score* screen displays options for deleting (refer to the Note below):

- **Critique and Top 5 designation (if any)**
- **Score and Top 5 designation (if any)**
- **Critique, Score, and Top 5 designation (if any)**

**Note:** Based on business rules in place, the **Critique and Top 5 designation (if any)** option may or may not be available for meetings following the NIH review business process (i.e., using scored criteria). The ability to delete only critiques is available if the assigned reviewer is a Discussant and the SRO* has set the option to allow Discussants to submit scores without critiques –or– if the reviewer is an unassigned reviewer and the SRO has set the option to allow Unassigned Reviewers to submit scores without critiques. For agencies outside of NIH (i.e., those following the old business process without scored criteria), the option is always available.

3. Select the radio button for the appropriate delete action and select the **Submit** button.
A confirmation screen displays before the delete is committed. The Note on the screen indicates what will happen if the action is continued. Review this information to make sure the correct option has been selected and that the correct data is being removed.

4. Select the **Continue** button to continue the action. Selecting **Cancel** will abort the deletion.
When continued, IAR displays a confirmation of what has been deleted. The top of the screen displays *Operation Completed Successfully*. Scores are removed and/or the uploaded PDF of the critique is deleted as appropriate, based on the delete option selected. If a critique is deleted, the Preliminary Summary Statement* is updated with the deleted critique removed. In the event that only scores have been deleted, the critique PDF document is updated to reflect the change in scores.

5. Select the **Back to List of Applications** link to return to the list of applications.
Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

**Preliminary Score Matrix**

Based on preliminary/overall impact scores entered by reviewers, the SRO* designates applications for the SRG to consider for streamlining.

In the Preliminary Score Matrix, a reviewer can see the preliminary overall/impact scores assigned by other reviewers for all applications in which the reviewer is not in conflict. The Preliminary Score Matrix also provides a means for viewing only those lower half applications as designated by the SRO. The Preliminary Score Matrix is available during the Read Phase from the List of All Applications screen by selecting the Preliminary Score Matrix link from the Go To: menu.

Note: Mail reviewers cannot access the Preliminary Score Matrix.

For each application in the meeting, the Preliminary Score Matrix displays all preliminary overall/impact scores from worst to best score as well as average score. If a reviewer has not submitted scores and the SRO has blocked access to reviewers who have not submitted scores, IAR blocks the scores for these applications in the AVG and Preliminary Overall/Impact Scores [Worst to Best] columns. A message You are blocked from seeing scores displays in the Preliminary Overall/Impact Scores [Worst to Best] column instead.

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* IAR for Reviewers

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The information on the screen can be sorted by either **Review Order**, **Application Number**, **PI Name**, **Lower Half** designation, or **AVG** (average score of assigned reviewers). Select the hyperlink in the column title to specify the sort.

**Note:** In the case of Pioneer Meetings, if the SRO has indicated that only Phase 2 applications should be displayed, then the Preliminary Score Matrix displays only Phase 2 applications. In this case, the title of the screen reads as Preliminary Score Matrix – Phase 2 Only.

The Preliminary Score Matrix includes specific links for navigating away from the screen or for changing the view of the information on the screen. The links are as follows:

**Show Lower Half Only**

Select this link to view only those applications designated as lower half. The lower half applications display in a Worst to Best order.
Export to Excel

Select this link to export the Preliminary Score Matrix to Microsoft Excel. The Excel version opens in a separate window with the same data as displayed on the screen in IAR.

Global Navigation

A global "Go To:" navigation menu is present on the following screens: List of Applications, List of Meetings, Meeting Materials, and Preliminary Score Matrix. The list of links may change, dependent upon the user's role.
Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.
About Online Critiques

**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

You can fill out application critiques using the Online Critique screen in Internet Assisted Review. Previously, critiques were filled out only via downloading, filling out, and uploading a Microsoft Word template file that had the appropriate guidance and entry fields pre-created.

With the new online critique system, you fill out critiques on a web page. The online critique templates have the advantage of being more closely aligned with the funding opportunity announcement (FOA) requirements. A given meeting will either have all online critiques, or all traditional Microsoft Word critique templates. The two types will not be mixed within a single meeting.

However, during a transition period, both systems will be used: filling out application critiques with Microsoft Word-based critique templates and the online critique system. Applications will be gradually transitioned to the full use of online critiques during the transition period.

If the FOA for an application is compatible with IAR online critiques, then you can click on the submit link in the Actions column of the List of Applications or List of My Assigned Applications screen to access online critiques.

The List of Applications screen will not have Download Zip of All Critiques link for the meeting if online critiques are in use. There will be no Critique Template links in Meeting Materials or List of Applications screens. Instead users click the Submit link in the Action column of the List of Applications screen and are taken to the Online Critique screen.

- To learn about the Online Critique screen, see Navigating the Online Critique Screen.
- To learn how to complete an online critique, see Completing an Online Critique.
- To learn how to delete a critique or to see the versions you currently have and their save date, see Deleting an Online Critique.

**Navigating the Online Critique Screen**

**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

Navigation in online critiques was designed with flexibility in mind so that you can devote screen space to the area that you are working on. Various user interface elements let you collapse and expand areas of the screen. Some UI elements, such as text formatting tools, appear only when and where you need them.

Each area of the screen and what you can do with it, is explained below. Use the Tab key to navigate to each editable text entry field.

Topics on page:

* Opening an Online Critique
Floating Gray Summary Box

Identifying Critique You are Working On

Viewing the FOA and Grant Folder

Navigation Pane of Review Criteria

Blue and Green Critique Criteria Text Entry Areas

Opening an Online Critique

To open an online critique, log into Internet Assisted Review, open a meeting, and go to the List of All Applications screen or the List of My Assigned Applications screen. There, click the submit link in the Actions column for an application. Only those applications that are compatible with online critiques will open the Online Critique screen, which is shown below.

Floating Gray Summary Box

The gray floating summary box at the top of the Online Critique screen contains information to identify what application you are working on as well as buttons for navigation or actions you
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can take. This gray box floats on the page and remains at the top of the screen as you scroll down. It contains the grant number and principal investigator (PI) name to serve as a visual cue as to what application you are currently critiquing.

The gray box can appear in three different ways, depending on where you are in the online critique process:

ABOVE: Upon accessing the online critique for the first time, the floating gray box does not have a **Delete** button, but does have **Save**, **Save & Exit**, and **Submit**. The critique is editable.

ABOVE: If you save or submit an online critique, navigate away from the **Online Critique** screen, and return to the online critique later by clicking the **submit** link on the **List of Applications** screen, the online critique is initially read-only. You must click the **Edit** button to make it editable. Save and Submit buttons are unavailable while the critique is read-only.

ABOVE: The **Delete** button appears only the second time you access the **Online Critique** screen for a given application. If you go into a critique and save or submit it, then you return to the same online critique, and then you click **Edit**, you are presented with the gray box above, containing a **Delete** button. See **Deleting an Online Critique**.

ABOVE: The scientific review officer (SRO) or extramural support assistant (ESA) has the ability to open and edit a critique. If the SRO/ESA opens a critique and clicks the **Edit** button to make changes to it, it is locked to the reviewer until the SRO/ESA submits it. You can still view the critique, and you can see the changes the SRO/ESA has made, but you cannot continue editing until the SRO/ESA submits the critique.
### Gray Box Action Buttons

The buttons on the floating gray box are as follows:

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="open_all.png" alt="Open All" /></td>
<td>Expands all the data entry areas under the blue and green bars.</td>
</tr>
<tr>
<td><img src="close_all.png" alt="Close All" /></td>
<td>Collapses all the data entry areas under bars.</td>
</tr>
<tr>
<td><img src="top.png" alt="Top" /></td>
<td>Jumps you to the top of the Online Critique screen.</td>
</tr>
<tr>
<td><img src="print.png" alt="Print" /></td>
<td>Opens the a print window with the critique, complete with review criteria, criteria descriptions, and data you have entered. Print to PDF for a file that you can store on your local hard drive.</td>
</tr>
<tr>
<td><img src="cancel.png" alt="Cancel" /></td>
<td>Discards any changes since the last manual save or the last autosave, and returns you to the List of Applications screen. Autosave occurs every minute and every time you click from one text entry field to another. A manual save occurs when you click the Save button. So in general, the Cancel button only discards the last 60 seconds of edits. To blank out a critique completely, use the Delete button instead. See Deleting an Online Critique.</td>
</tr>
<tr>
<td><img src="autosave.png" alt="Autosave" /></td>
<td>The autosave indicator tells you exactly when, down to the second, the last save occurred. You cannot turn the autosave function off. Autosave is currently configured to occur every minute and every time you click from one text entry field to another.</td>
</tr>
<tr>
<td><img src="save.png" alt="Save" /></td>
<td>Saves the draft online critique.</td>
</tr>
<tr>
<td><img src="save_exit.png" alt="Save &amp; Exit" /></td>
<td>Saves the draft online critique and returns to the List of Applications screen.</td>
</tr>
<tr>
<td><img src="delete.png" alt="Delete" /></td>
<td>Takes you to the Delete Critique/Score screen, where you can delete the draft and/or the submitted version. The Delete button does not appear on the Online Critique screen the first time you access an online...</td>
</tr>
</tbody>
</table>
critique. It appears only after you save or submit and then subsequently edit the unsubmitted draft or submitted version.

In the Delete Critique/Score screen, you can see the save and submit dates and times of both your submitted version (if applicable) and your draft version. See Deleting an Online Critique.

Submit

Starts the submittal of the online critique. See Completing an Online Critique.

Edit

This button appears only if you have previously submitted or saved the online critique, and then you navigated away from the Online Critique screen and then you return to the critique. In that case, the online critique is initially read-only, and you must click the Edit button to make it editable. See Completing an Online Critique or Completing an Online Critique.

Identifying Critique You are Working On

While you are working on critiques, you might open several critiques in separate tabs. There are a few visual aids to help you keep track of the critiques you are editing.

The browser tab label lists the principal investigator (PI) and grant number, as does the floating gray summary box that is always visible at the top of the screen.

In addition, the PI and grant number are always listed at the top of the screen:
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Viewing the FOA and Grant Folder

Click the application number link to be taken to the application folder for this application. To view the complete FOA that this application is submitted under, click the RFA/PA link at the top of the Online Critique screen.

Navigation Pane of Review Criteria

The navigation pane of review criteria on the left is essentially an interactive, clickable table of contents for the critique. These criteria are based on the activity code of the funding opportunity announcement (FOA) and are pulled directly from the Application Review Information section of the FOA. Each review criteria on the left links to the corresponding blue and green bars on the right.

To navigate quickly through areas of the critique, click on the list of review criteria on the left to be taken to the corresponding heading.
If you need more room onscreen to work, you can hide the navigation pane by clicking the back button highlighted in red.
If the navigation pane is hidden, click the forward button shown below to restore it. This button appears at the upper left of the *Online Critiques* screen anytime the navigation pane is hidden.

![Forward button](image)

**Blue and Green Critique Criteria Text Entry Areas**

When you want to edit a review criteria of the critique, click its name on the blue or green bar to "open" it. The text entry fields or other fields such as radio buttons drop down under the blue or green bar.

The blue and green colors do not have any particular meaning, but are meant as visual cues to show the extent of the section you are in. The section colors alternate between blue and green.

![Critique Criteria Text Entry Area](image)

See *Editing in a Critique Text Field* for filling out information under a blue or green heading.

**Completing an Online Critique**

**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

Access an online critique from the *List of Applications* or *List of My Assigned Applications* screen. If the application is using online critiques instead of traditional downloadable Microsoft Word templates, then the *Download Zip of All Critiques* link is absent, and the *View Template* or *Critique Templates* links do not appear on the *Meeting Materials* or *List of Applications* screens.
The submit link appears in the Action column of the List of Applications screen, which leads to the Online Critique screen where you can enter your feedback on the application. This topic guides you through the workflow of completing a critique from start to finish.

Other topics:

- **Navigating the Online Critique Screen**
- **Submitting an Online Critique**
- **Editing in a Critique Text Field**
- **Saving the Critique to Finish Later**
- **Making Changes to a Critique After Submitting**
- **How Do You Know If You Have Submitted Online Critique?**
- **Deleting an Online Critique**

**Opening and Completing the Critique**

Follow these steps to complete the online critique:

1. Go to the List of Applications or List of My Assigned Applications screen in Internet Assisted Review.
2. In the Action column for the application you are critiquing, click the submit link.

The Online Critique screen opens.
3. Optionally, review the Important Reminders heading by clicking on the heading text *Important Reminders* in the blue bar. This might contain instructions, set by the SRO, that are relevant for the current meeting.

4. Click the blue or green headers in whatever order suits you and begin filling out the critique. Use the tab key to jump from field to field.

5. For each review criteria, read all guidance at the top of the editing area by clicking the *read more* link, which shows all available guidance for the criteria item.

6. Select a radio button from each radio button group.

7. Enter your comments in text fields. See *Editing in a Critique Text Field*. As a best practice, to ensure you don't forget a field unintentionally, enter N/A in the field if you have no comments for the field. This will also reduce warnings about empty fields when you submit the critique.

8. If applicable, select scores from the **Score** dropdown menu. See the next section for details.

After you have completed the critique, you are ready to submit the critique; see *Submitting an Online Critique* below. If you don't want to submit at this time, see *Saving the Critique to Finish Later*. 
## About Scores

NIH and the majority of Operating Divisions (OpDivs) followed the Enhancing Peer Review initiative, characterized by the existence of scored review criteria and a score scale of 1–9. The scored categories differ depending on the Funding Opportunity Announcement (FOA) and activity code of the applications. Reviewers provide separate scores for each category on a scale of 1 to 9, where 1 is exceptional and 9 is poor.

Also see:

- [Scoring System and Procedure](#)
- [Additional Scoring Guidance for Research Applications](#)
- [Additional Scoring Guidance: Applications for Fellowships, Career Awards, and Institutional Training Grants](#)

## Editing in a Critique Text Field

When you click in a field, a toolbar appears with formatting tools:

- **Bold (B)**
- **Italic (I)**
- **Underline (U)**
- **Strikethrough (S)**
- **Superscript (x²)**
- **Subscript (x⁻)**
- **Copy Formatting Tool**
- **Numbered List/Bulleted List Tools**
- **Special Character Tool**

The first six of these are familiar to most users, and are bold, italic, underline, strikethrough, subscript, and superscript. You can hover your cursor over any editing tool to see its name and its keyboard shortcut keys if available.

The less familiar icons are explained below.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Bold" /></td>
<td>Removes all formatting from selected text.</td>
</tr>
<tr>
<td><img src="#" alt="Copy Formatting Tool" /></td>
<td>Copy Formatting tool. This works like Microsoft Word’s Format Painter tool, transferring formatting from one section of text to another section of text. Select the text with the format you want, then click the Copy Formatting tool, then select the text to which you want to apply formatting.</td>
</tr>
<tr>
<td><img src="#" alt="Numbered List/Bulleted List" /></td>
<td>Numbered List/Bulleted List tools. Bullet or number the selected text.</td>
</tr>
<tr>
<td><img src="#" alt="Special Character Tool" /></td>
<td>Special character tool. Opens a Select Special Character window, from which you can choose special characters. While you can copy and paste from other applications to the Online Critique screen, special characters might not be rendered correctly in the final critique if you do so. It is recommended that you use the special character editing tool for inserting special characters to ensure correct rendering of special characters.</td>
</tr>
</tbody>
</table>
Undo and redo tools.

**Saving the Critique to Finish Later**

**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

If you are not finished with the critique and want to return to it later:

1. Click **Save & Exit** at the top of the screen to return to the *List of Applications or List of My Assigned Applications* screen.
2. Later, when you want to continue working on the critique, click the **Submit** link on the *List of Applications or List of My Assigned Applications* screen.
   
   The critique opens, but it is read-only.
3. Click the **Edit** button and continue recording your responses on the critique form.

Remember to submit your changes using the **Submit** button.

**Making Changes to a Critique After Submitting**

**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

After you submit a critique, you can still go back and make changes to it as long as the meeting is still in the Submit or Edit phases.

**NOTE:** The scientific review officer (SRO) or extramural support assistant (ESA) has the ability to open and edit a critique. Until the SRO/ESA submits the critique, it is locked to the reviewer. This might happen if there is a compelling reason the reviewer is not able to submit the critique. If you enter your critique and the **Edit** button is disabled and you see a message such as the following, contact your SRO for help accessing the critique: **WARNING:** *This critique has been locked by [SRO NAME]. Please contact your SRO for assistance.* After the SRO/ESA submits, you can view/edit/resubmit if allowed by the meeting phase.

To change your responses on the critique:

1. Go to the *List of Applications or List of My Assigned Applications* screen.
2. Click the **submit** or **update** link in the **Action** column again.
   
   The submitted critique opens, which has the SUBMITTED indicator next to the PI name.
3. Click the **Edit** button.
The critique becomes editable, the SUBMITTED indicator changes to **UNSUBMITTED DRAFT**, and you can start editing it. Keep in mind that you are now editing a draft copy, and the submitted version remains in the system.

**To submit your new changes**, you must click **Resubmit** after editing, which replaces the submitted version with the new version you just changed.

**If you are not ready to resubmit**, you can simply save and exit, and two versions now co-exist: the originally submitted version, and the draft copy that you edited but have not yet submitted.

Remember to submit the draft copy later if you want it to become your official submitted version. After you submit the draft copy, it becomes the submitted version, and there is only one copy (the submitted version) saved in the system.

**How Do You Know If You Have Submitted Online Critique?**

**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

You can tell you have submitted an online critique in the following ways:

**On the List of Applications screen:**

If the application has **Submitted Date** and a **view** link in the **Action** column, the critique has been submitted. The last three columns for the *List of Applications / List of My Assigned Applications* screen are shown below.

<table>
<thead>
<tr>
<th>Assignment Role</th>
<th>Prelim. Score</th>
<th>Submitted Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev 5</td>
<td></td>
<td></td>
<td><strong>submit</strong></td>
</tr>
<tr>
<td>Rev 1</td>
<td>1</td>
<td></td>
<td><strong>submit</strong></td>
</tr>
<tr>
<td>Rev 4</td>
<td>2</td>
<td><strong>08/26/2020 08:31 AM</strong></td>
<td><strong>submit</strong></td>
</tr>
</tbody>
</table>

If it has a **Submitted Date**, it has been submitted.

If it lacks a **Submitted Date** and lacks a **delete** link, no draft is saved, which means it has not been started.
If it lacks a **Submitted Date**, has a number in the **Preliminary Score** column, and has a delete link, it has been started and a draft version is saved. However, it is not yet submitted.

**On the Online Critique Screen:**

When you open the critique by clicking the submit link on the *List of Applications / List of My Assigned Applications* screen, if it has been submitted and has not been edited since submission, you see the word **SUBMITTED** next to the Principal Investigator name (shown below).

![Online Critique for 2 P51 OD011111-23 - Singer, Sara](image)

**Deleting an Online Critique**

**IMPORTANT:** This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

You can delete an online critique from the system. In certain situations, you can have two different versions of an online critique, and you can choose to delete either or both versions; see *Why You Might Have Two Critiques* below. If you only have one version, and you delete that version, you will be left with a blank online critique. You can initiate a delete of an online critique from the *List of Applications* screen or from the *Online Critique* screen.

**NOTE:** You cannot delete a submitted critique in while in the EDIT Phase.

To delete an online critique:

1. Initiate an online critique in one of the following two ways:
   - If you have previously submitted or saved the critique, click the delete link in the **Action** column on the *List of Applications* screen.
   - If you are working in the *Online Critique* screen on a saved or submitted critique, click the **Delete** button in the gray summary box at the top of the screen.

**NOTE:** The **Delete** button does not appear the first time you access an online critique. To delete a new critique that you just started, you must first **Save & Exit**, then return to the critique, then you can use the **Delete** button to delete it. Alternatively, you can refresh the browser page and then click the **Edit** button to access the **Delete** button.

The **Delete Critique/Score screen** appears, which contains identifying information about the online critique, such as what application it is for and the application's title and principal investigator (PI). The versions that exist are shown below, outlined in red. By default the latest version has its checkbox selected.
2. Mark the checkbox of the critique version(s) that you wish to delete and click the **Delete** button.

3. A second, similar *Delete Critique/Score* screen with the following alert appears:

   - The following information is selected to delete Critique version/Score/Top 5 designation(if any).
   - Press Cancel to change Delete Options, otherwise - Continue.

4. Click the **Continue** button in the second *Delete Critique/Score* screen and the selected critique(s) are deleted.

If you now return to the critique, you see the following:

- If you had both a submitted and a draft version, and you delete the **draft**, you see the submitted version.
- If you had both a submitted and a draft version, and you delete the **submitted**, you see the draft version.
- If you had both a submitted and a draft version, and you delete both **both**, you see a completely blank online critique.
- If you had only one version to choose from, and you delete it, you see a completely blank online critique.
Why You Might Have Two Critiques

You might have two critiques in the following scenario:

1. You click the submit link on the List of Applications screen and fill out a critique, then you click the Submit button and submit it.
   **You now have a Submitted version in the system.**
2. You then return to a copy of the submitted application by again clicking the submit link on List of Applications screen, then you click the Edit button and make changes.
   **You now also have a Draft version with the new changes.**
   The Submitted version remains the same as when you last submitted it. At this point, if you want to save your edits in the Draft version, you must click the Submit button again in the online critique and submit the draft, which will overwrite the previously submitted version.

If you then click the delete link on the List of Applications screen, or the Delete button on the Online Critique screen, the Delete Critique/Score screen appears, and you will see both versions, outlined in red below:

![Delete Critique/Score Screen]

If you just want to see the versions you have and their save date, you can initiate a Delete, but click Cancel in the above screen without actually deleting anything.
SAMHSA-Only Topics

The collection of topics contained within the SAMHSA-Only Topics group provide steps for completing SAMHSA review meeting activities where these functions are specific to SAMHSA review meeting processes. These are SAMHSA-specific processes; for other steps, please follow the general NIH processes outlined in the online help.

The following link to specific SAMHSA-only topics.

- SAMHSA Meeting: Reviewers' Workflow
- SAMHSA - Confidentiality Agreement
  - SAMHSA - Reviewer is a Lobbyist
  - SAMHSA - Reviewer is NOT a Lobbyist
- SAMHSA - List of All Applications
- SAMHSA - Applying Critiques and Scores
  - Submitting SAMHSA Scores and Critiques
  - SAMHSA - Qualitative Assessment Definitions

Submitting Scores and Critiques

To submit critiques and scores:

1. Locate the application from the list of Assigned applications and select the Submit link.
The *Submit Critiques and Scores* screen displays for the reviewer. Use the **Back to List of Applications** link if you wish to exit the screen without making changes.

### Submit Critiques and Scores

#### Instructions

**Application:** 1 R01 AA23456-01  
**Title:** SAMHSA Grant Application  
**Business Official:** Jane Eyre  
**Assignment Note:** PHI 1

<table>
<thead>
<tr>
<th>CRITERION</th>
<th>POINT VALUE CHART</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter scores in:</td>
<td>Scores</td>
</tr>
<tr>
<td>Apples</td>
<td>0</td>
</tr>
<tr>
<td>Bananas</td>
<td>15</td>
</tr>
<tr>
<td>Cherries</td>
<td>13</td>
</tr>
<tr>
<td>Dandelions</td>
<td>2</td>
</tr>
<tr>
<td>Endive</td>
<td>2</td>
</tr>
</tbody>
</table>

**Raw Score:** 50

**Critique File:** Browse... [project1.R1.doc]

**Before Submitting:**
- Ensure that your critique file is not password protected.
- Applicable, accept all track changes, save and turn Track Changes OFF before uploading your critique.
- Please close the critique file in your computer.

| Submit | Reset |

---

**Scores**

2. **Enter scores:** Enter a score in the corresponding field of the Score column. Scores can range from 0 to the criterion's point value.

**Tip:** If re-entering scores, you can use the **Reset** button to first clear the criterion fields.

3. **Upload a critique file:** by selecting the **Browse** button, searching for the file and selecting. You can upload MS Word or Text files (.doc, .docx, .txt). Instructions for upload are available in the first accordion on the screen named Instructions. It is collapsed by default, but can be expanded by clicking on the horizontal bar.
**Note:** If an uploaded critique already exists, the View Existing Critique link displays under the Browse button. It opens a PDF version of your assessment of that application.

4. Select the Submit button.

The screen updates to display read-only scores and critique file. This serves as a confirmation to submit the scores and critique. Selecting Cancel at this point will cancel the submission.
5. Select the **Confirm** button to continue submitting.

If submitting is successful, the screen updates to display the message *The following information has been successfully submitted:* with the read-only scores and critique file information below it. The **View Existing Critique** link displays below the Critique File field.

If unsuccessful, the screen will display an error message.

**Potential error messages.**
- Criterion Score must be less than or equal to the criterion's Point Value
- Critique is required when submitting scores. Please upload a critique file for this application.
- Screen accepts only critique templates file types meeting current system requirements on NIH Submit Critique and Preliminary Score screen (.doc, .docx, .txt and any other file types currently accepted)
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- Although you did not enter a score with your critique, you may do so at any time during the Submit phase. Simply click Submit from the List of Applications and enter only your scores. Your previously submitted critique will be retained.
- Critique cannot be processed. Possible cause: file is password protected. Please remove password protection and upload critique again.
- Critique cannot be processed. Possible cause: file is corrupt. Please verify the file can be opened without errors in Microsoft Word. If you continue having problems please contact Commons help desk.
- Critique cannot be processed. The file you are attempting to upload is OPEN BY ANOTHER APPLICATION. Please close the file and try uploading again.
- Critique cannot be processed. Please accept all changes before uploading.
- Critique cannot be processed. Please contact the **ERA Service Desk**.
- You must select a score for every criterion before you can submit.

6. Select the **Back to List of Applications** link at the top of the screen to exit.

The reviewer information is updated for the application. Once the critique and scores are submitted, the options in the **Action** column on the list of applications will display **[submit]**, **[view]** (only if critique exists), and **[delete]** links.

### SAMHSA Critiques and Scores

The **Submit Critiques and Scores** screen enables SAMHSA reviewers to submit critiques and apply scores to an application during the Submit and Edit phases of the meeting.

SAMHSA's reviewers will score applications based on criteria with point values, depending on the assessment of the application as outstanding through unacceptable. The weights - called **Criterion Point Values** - are a percentage of 100 with the sum of all criteria weights totaling 100.

Reviewers of SAMHSA score applications based on categories called criteria. Each criterion is assigned a point value, which translates to a percentage of 100, and the criteria differ depending on the Funding Opportunity Announcement for which the application was submitted.
Reviewers provide scores for each individual criterion not to exceed the criterion’s point value.

The criteria are displayed on the screen along with the following:

- Score column for entering each criterion’s score
- Criterion Point Value, which represents the max number of points that can be assigned to the criterion
- Criterion Point Value ranges, which indicates the range of value points associated with each qualitative assessment (e.g., Outstanding, Very Good, etc.)

**Note:** For the definition of the qualitative assessment values, select the ‘?’ next to the Qualitative Assessment Definitions label.

The SAMHSA *Submit Critique and Scores* screen allows Reviewers to:

- see the application information, including number, title, business official, and your assignment role
- view a Criterion Point Value Chart specific to the point values of the application's criteria
- enter criterion scores based on the specific point value of each criterion
- see the current Raw Score
- search and select attach a critique file (i.e., assessment form) from your local device for uploading
- view an attached critique file
- link to the Qualitative Assessment Definitions
- see Important Reminders
- submit critique and scores
- reset the scores

**Criterion Scores**

A criterion's score must be between 0 (minimum) and its Criterion Point Value as the maximum.

The Criterion Point Value Chart (without half points).
IAR for Reviewers

<table>
<thead>
<tr>
<th>If the total point value for a Review Criterion is:</th>
<th>The point range for Outstanding is:</th>
<th>The point range for Very Good is:</th>
<th>The point range for Acceptable is:</th>
<th>The point range for Marginal is:</th>
<th>The point range for Unacceptable is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1-0</td>
</tr>
<tr>
<td>10</td>
<td>10-9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5-0</td>
</tr>
<tr>
<td>15</td>
<td>15-14</td>
<td>13-12</td>
<td>11</td>
<td>10-9</td>
<td>8-0</td>
</tr>
<tr>
<td>20</td>
<td>20-18</td>
<td>17-16</td>
<td>15-14</td>
<td>13-12</td>
<td>11-0</td>
</tr>
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<td>25</td>
<td>25-23</td>
<td>22-20</td>
<td>19-18</td>
<td>17-15</td>
<td>14-0</td>
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<td>30</td>
<td>30-27</td>
<td>26-24</td>
<td>23-21</td>
<td>20-18</td>
<td>17-0</td>
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<td>35-32</td>
<td>31-28</td>
<td>27-25</td>
<td>24-21</td>
<td>20-0</td>
</tr>
<tr>
<td>40</td>
<td>40-36</td>
<td>35-32</td>
<td>31-28</td>
<td>27-24</td>
<td>23-0</td>
</tr>
<tr>
<td>45</td>
<td>45-41</td>
<td>40-36</td>
<td>35-32</td>
<td>31-27</td>
<td>26-0</td>
</tr>
<tr>
<td>50</td>
<td>50-45</td>
<td>44-40</td>
<td>39-35</td>
<td>34-30</td>
<td>29-0</td>
</tr>
<tr>
<td>100</td>
<td>100-90</td>
<td>89-80</td>
<td>79-70</td>
<td>69-60</td>
<td>59-0</td>
</tr>
</tbody>
</table>

An explanation of the Quantitative Assessment Definitions can be found [here](#).

**SAMHSA - Qualitative Assessment Definitions**
<table>
<thead>
<tr>
<th>Qualitative Assessment</th>
<th>Definition</th>
</tr>
</thead>
</table>
| **Outstanding**        | All criteria are thoroughly addressed, strongly developed, and well-supported.  
                        | Documentation and required information are specific and comprehensive.  
                        | Application is extremely strong with insignificant weaknesses.  
                        | Weaknesses identified will likely have no impact on the successful implementation of the proposed project. |
| **Very Good**          | Criteria are thoroughly addressed with necessary detail and clearly supported.  
                        | Documentation and required information are specific and feasible.  
                        | Application is very strong with only some minor weaknesses.  
                        | Weaknesses identified will likely have minor impact on the successful implementation of the proposed project. |
### Acceptable

Criteria are addressed, but do not contain necessary detail and/or support.

Most documentation and required information are present and sufficient, although some are deficient or missing.

Application has some strengths but with at least one major weakness.

Weaknesses identified will likely have moderate impact on the successful implementation of proposed project.

### Marginal

Some criteria are addressed, although when addressed, do not contain necessary detail and/or support.

Some documentation and required information are missing or deficient.

Application has a few strengths and a few major weaknesses.

Weaknesses identified will like impact the successful implementation of the proposed project.

### Unacceptable

Few, if any, criteria are addressed.

Documentation and required information are missing.

Application has very few strengths and numerous major weaknesses.

Weaknesses identified will likely prevent the successful implementation of the proposed project.

### Submitting Scores and Critiques

To submit critiques and scores:

1. Locate the application from the list of **Assigned** applications and select the **Submit** link.
The Submit Critiques and Scores screen displays for the reviewer. Use the Back to List of Applications link if you wish to exit the screen without making changes.
2. **Enter scores:** Enter a score in the corresponding field of the Score column. Scores can range from 0 to the criterion’s point value.

**Tip:** If re-entering scores, you can use the **Reset** button to first clear the criterion fields.

3. **Upload a critique file:** by selecting the **Browse** button, searching for the file and selecting. You can upload MS Word or Text files (.doc, .docx, .txt). Instructions for upload are available in the first accordion on the screen named Instructions. It is collapsed by default, but can be expanded by clicking on the horizontal bar.
Note: If an uploaded critique already exists, the View Existing Critique link displays under the Browse button. It opens a PDF version of your assessment of that application.

4. Select the Submit button.

The screen updates to display read-only scores and critique file. This serves as a confirmation to submit the scores and critique. Selecting Cancel at this point will cancel the submission.
5. Select the **Confirm** button to continue submitting.

If submitting is successful, the screen updates to display the message *The following information has been successfully submitted:* with the read-only scores and critique file information below it. The **View Existing Critique** link displays below the Critique File field.

If unsuccessful, the screen will display an error message.

**Potential error messages.**
- Criterion Score must be less than or equal to the criterion's Point Value
- Critique is required when submitting scores. Please upload a critique file for this application.
- Screen accepts only critique templates file types meeting current system requirements on NIH Submit Critique and Preliminary Score screen (.doc, .docx, .txt and any other file types currently accepted)
- Although you did not enter a score with your critique, you may do so at any time during the Submit phase. Simply click Submit from the List of Applications and enter only your scores. Your previously submitted critique will be retained.
- Critique cannot be processed. Possible cause: file is password protected. Please remove password protection and upload critique again.
- Critique cannot be processed. Possible cause: file is corrupt. Please verify the file can be opened without errors in Microsoft Word. If you continue having problems please contact Commons help desk.
- Critique cannot be processed. The file you are attempting to upload is OPEN BY ANOTHER APPLICATION. Please close the file and try uploading again
- Critique cannot be processed. Please accept all changes before uploading.
- Critique cannot be processed. Please contact the eRA Service Desk.
- You must select a score for every criterion before you can submit.

6. Select the **Back to List of Applications** link at the top of the screen to exit.

The reviewer information is updated for the application. Once the critique and scores are submitted, the options in the Action column on the list of applications will display [submit], [view] (only if critique exists), and [delete] links.

---

### Confidentiality Statement

For each meeting for which a reviewer is enabled, IAR checks to determine if the Confidentiality Agreement has electronically signed the Confidentiality Agreement.

The Confidentiality Agreement statement must be signed one time for each meeting, regardless of meeting phase. If the reviewer has not signed the agreement for a particular meeting, the **Confidentiality Statement** link displays in Action column on **List of Meetings**. This link accesses the Confidentiality Agreement.
**Note:** The **Confidentiality Statement** link only displays if the reviewer has not signed the agreement for the meeting. This link is removed once the agreement is signed.

In IAR, reviewers are required to indicate whether they are federally registered lobbyists before being granted access to a meeting. Office of Management and Budget (OMB) policy requires a ban on the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. The steps for signing the agreement vary depending on this designation. The *Confidentiality Agreement* explains this process before electronically signing the agreement and gaining access to the meeting.

**Reviewer is a Federally Registered Lobbyist**

A federally registered lobbyist whose term falls within the dates of a review meeting cannot be granted access to the review meeting. A reviewer’s status as a federally registered lobbyist must be indicated on the *Confidentiality Agreement* screen.

To access and sign the *Confidentiality Agreement* and indicate that you ARE a federally registered lobbyist:

1. Select the Confidentiality Statement link from the Action column of the List of Meetings.

The *Confidentiality Agreement* displays. This screen contains the *SAMHSA Confidentiality and Nondisclosure Rules*. Please read the agreement carefully.
2. Select the radio button indicating **I am a federally registered lobbyist, the meeting date falls within my term.**

3. Click the **I agree** button at the bottom of the screen.

   The *Registered Lobbyist Verification* screen displays. This screen shows that you have indicated that you are a federally registered lobbyist and explains the purpose for requesting the lobbyist status of reviewers. The screen provides a link for accessing additional information on this topic.

   The *Registered Lobbyist Verification* screen also provides a chance to confirm or cancel this designation.
**Note:** Once you have indicated your status as a federally registered lobbyist, you will be denied access to the meeting. You will not have the ability to reverse the status yourself. If you mistakenly designate yourself as a federally registered lobbyist, you must contact the [eRA Service Desk](http://www.gpo.gov/fdsys/pkg/FR-2014-08-13/pdf/2014-19140.pdf) for assistance.

4. **Only if you have accessed this screen and are NOT a federally registered lobbyist:**
   Select the **Cancel/Return** button to return to the *List of Meetings* screen. Refer to the section of this document titled *Reviewer is Not a Federally Registered Lobbyist* on Page 26 to continue.

5. **Only if you want to continue to confirm your status as a federally registered lobbyist:**
   Select the **Confirm/Continue** button.

   The *List of Meetings* screen returns, displaying **Access Denied: Federally Registered Lobbyist** in the **Action** column. The Review Administrator receives an email whenever a potential reviewer designates himself as a federal lobbyist; however, it is a good idea to contact the Review Administrator directly in this situation.
Reviewer is Not a Federally Registered Lobbyist

To access and sign the Confidentiality Agreement and indicate that you are NOT a federally registered lobbyist:

1. Select the Confidentiality Statement link from the Action column on the List of Meetings.

The Confidentiality Agreement displays. This screen contains the SAMHSA Confidentiality and Non-Disclosure Rules. Please read the agreement carefully.

   1. Select the I am NOT a federally registered lobbyist.

   2. Click the I agree button at the bottom of the screen.

The List of Meetings screen returns with the Action links appropriate for the meeting.
SAMHSA - List of My Assigned Applications

The List of All Applications screen lets reviewers view information about the applications in the meeting and provides access to such actions as submitting and viewing scores and critiques. The information shown on this page is customized based on the current meeting phase and on the meeting permissions set by the SRA. Available information also varies depending on the reviewer type and a reviewer’s conflicts of interest.

Accessing the List of My Assigned Applications Screen

To access the List of All Applications after signing the confidentiality agreement (refer to SAMHSA Confidentiality Agreement):

1. Log into eRA Commons and select the Internet Assisted Review tab.

The List of Meetings screen displays. If accessible, the View List of Applications link is displayed in the Action column.

2. Select the View List of Applications link.
IAR for Reviewers

By default, the List of All Applications screen initially shows only the applications assigned to the reviewer; however, in later phases of the meeting, IAR provides access via this screen for viewing all applications in the meeting if the SRO* has opened the meeting for unassigned critiques. To view all applications in the meeting, select the List All Applications link. To determine which is the current view, look for the yellow triangle (△) icon next to either the link for List All Applications or the List Assigned Applications link. The current view is indicated by the triangle icon.

Both views display information for the applications in the meeting. The meeting title, identifier, and phase as well as meeting dates and critique dates display above the list of applications.

Below this information are links for View Critique Options, and List Application Options, which vary from phase to phase.

The List of ALL Applications table lists applications with columns on information for Review Order; PSS Preliminary Summary Statement; Application Number (including the associated RFA/PA); PI Name Parent Application Name; CT Clinical Trial; ESI Early Stage Investigator indicator; NI New Investigator indicator; HFT Human Fetal Tissue indicator (the column does not appear if no application in the list has this flag); Title of the application; Assignment Role of the reviewer; Preliminary Score; the Submitted Date of critiques; and the available Action options for the reviewer.

For Type 3 competitive applications linked to a Notice of Special Interest (NOSI), a link to that NOSI appears in the Application Number column.

Where column names are displayed as links (e.g., PI Name), click to sort the table information by that column. An orange triangle icon (△) next to the column name indicates the current sort.

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The application number is displayed as a hyperlink. Selecting this link opens the application Grant Folder, from which several other options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application.

**Action** options include [submit], [view], and [delete] depending on whether a reviewer is allowed to submit or has already submitted a critique.

The **Assignment Role** for an application displays COI if the reviewer has a conflict of interest with personnel of the application. Links for submitting, viewing, and deleting critiques are not displayed for these applications. In addition, the existence of a specific type of conflict (CD Conflict) will suppress the link to the application’s Grant Folder.

The **List of All Applications** screen provides access to the tools necessary for completing tasks in each phase. As such, the look and functionality of this screen may vary depending on a reviewer’s role and the current meeting phase.

The following links display on the List of All Applications screen regardless of the current meeting phase:
IAR for Reviewers

List of Meetings
Returns the user to the List of Meetings screen.

List All Applications
Updates the screen to show all the applications in the meeting, regardless of the current reviewer’s assignments. This is not available for Mail reviewers and reviewers blocked by the SRO from viewing others’ critiques before submitting their own. The yellow triangle (黄色) icon next to the link indicates that this is the current view.

List Assigned Applications (Submit Phase) or List My Assignments Only (Read and Edit Phases)
Updates the screen to show only the applications assigned to the reviewer. This is the default view of the screen. The yellow triangle (黄色) icon next to the link indicates that this is the current view.

View My Critiques / View All Critiques for Assigned Applications
Opens a PDF document containing all of a reviewer’s preliminary critiques and scores.

Additional Materials
The Additional Materials link displays within the Title column (beneath the application title) if the application has at least one eAddition in its Grant Folder. The link opens the Additions for Review section of the Grant Folder.

Tip: To keep track of any additional material added without checking back every time, simply look for the date displayed within the link. This represents the Latest eAdditions Date.

Final Score Sheet (button)
This button is not applicable to SAMHSA users.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.
**SAMHSA Meeting - Reviewers’ Workflow**

Reviewers attending SAMHSA’s initial review group meetings have responsibilities before, during, and after the meeting, spanning the different phases of the meeting. The following outlines a high level process for a SAMHSA meeting reviewer and the links to the appropriate online help topic.

- Create an eRA Commons account to access IAR
- Access the IAR List of Meetings screen
- Electronically sign the Confidentiality Agreement and indicate Federal lobbyist status
- Find review-related materials, such as review guidelines, rosters, etc.
- Access the applications
- Submit critiques and scores
- Read other reviewers’ critiques
- Edit critiques and scores

Refer to these other SAMHSA-specific help topics for more information:

- **SAMHSA - Confidentiality Agreement**
  - SAMHSA - Reviewer is a Lobbyist
  - SAMHSA - Reviewer is NOT a Lobbyist
- **SAMHSA - List of All Applications**
- **SAMHSA - Applying Critiques and Scores**
  - Submitting SAMHSA Scores and Critiques
  - SAMHSA - Qualitative Assessment Definitions
Virtual Meeting

Overview

Virtual Meetings are designed to enable reviewers to participate in the review process without the need to travel to a common geographic meeting location.

The VM-specific phases (see Phases and Options) will only appear for meetings that are coded as Virtual.

Additionally, VM-specific pages (Announcements, Manage Topics, VM List of Applications, VM Discussion Dashboard, etc.) will also only appear for meetings coded as Virtual.

Phases & Options

In addition to the standard, SUBMIT, READ, and EDIT phases for all meetings, there are two additional required phases (Introduction and Discussion) and one conditional sub-phase (Cluster Discussion) that are utilized for Virtual Meetings.

Note: All times are in Eastern Standard Time/ Eastern Daylight Time.

- **INTRODUCTION Phase** - This required phase occurs after the READ phase and before the DISCUSSION phase.
  - **Business:** During this phase, reviewers can "rescue" applications that the SRO/ESA* has designated as "Lower Half" so that they can be discussed.
  - **SRO/ESA:** If the Meeting Chair has a conflict with any application in the meeting, the SRO/ESA can designate an "Application Chair" for the discussion of that application.

- **DISCUSSION Phase** - This is a required phase, and must occur after INTRODUCTION.
  - **Business:** Reviewers are granted access to participate in a sequential *OR* asynchronous discussion of applications on individual application discussion boards.
    - **Sequential:** SRO/ESA has designated specific Cluster DISCUSSION Start/End times AND/OR review order.
    - **Asynchronous:** No specific Cluster DISCUSSION Start/End times AND/OR no review order.
  - **Cluster DISCUSSION Phase** - When a review meeting has applications that have been grouped by cluster, the SRO has the ability to set discreet DISCUSSION phases specifically for each cluster. Unless specifically noted in the "Cluster Discussion Dates" portion of the Meeting Information header, cluster discussion dates will default to the length of the entire DISCUSSION phase.
- **SRO/ESA** provides input only when needed on Discussion Forum, and the SRO can edit posts
- **SRO/ESA** assigns “Application Chair” per application basis if Meeting Chair has Conflict with an application
- **SRO/ESA** makes a change to meeting procedures – SRO/ESA posts a meeting-wide announcement to clarify
- **SRO/ESA** pauses meeting if necessary
  - If the meeting is placed on Hold, the Meeting Wide Announcements section will display a message with the hold information similar to the one below. Another announcement will be automatically posted when the SRO resumes the meeting.

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.*
List of Applications (VM)

To access the list of meetings, click on the Internet Assisted Review tab in the eRA Commons menu bar.

Next, click on the link to "View List of Applications" from the Action column in the list.

Note: Virtual Meeting List of Applications (My Assigned or All) is only visible during INTRODUCTION and DISCUSSION phases. During the traditional IAR phases, reviewers will see the traditional List of Applications screen. During Virtual Meeting-specific phases the traditional List of Applications screen will not be accessible.

For Virtual Meeting, reviewers may choose to list only the applications to which they have been assigned or they may choose to list all applications. The following sections are available;
1. **Information Bar**

   This bar contains the **Go To:** menu as well as the meeting identifier.

2. **Meeting Information** (collapsible section)

   Included here are the Meeting Title, Identifier, Phase, and Dates. The SRO*, Workgroup (if applicable), and the Critique Due date are also included.

3. **Announcements** (collapsible section)

   If the SRO/ESA has posted messages for the reviewer, they will be located in this section. The right side of this bar will show the total of unread messages out of the total number. The messages are automatically refreshed every three minutes. New messages will be marked with [ ![New](https://example.com/new_icon.png) ] and the total of unread will drop to "0" once the announcements are open. The new announcement indicator will be removed at the next refresh.

---

**Virtual Meeting List of My Assigned Applications**

<table>
<thead>
<tr>
<th>Go To:</th>
<th>Choose One</th>
</tr>
</thead>
</table>

**Meeting: 2016/08 ZHD1 DSR-K (90) 1**

| Meetings Information |

- **Meeting Title:** National Institute of Child Health and Human Development Special Emphasis Panel (Virtual Meeting)
- **Meeting Identifier:** 2016/08 ZHD1 DSR-K (90) 1
- **Meeting Phase:** DISCUSSION
- **Meeting Dates:**
  - Introduction: 07/11/2016 08:30 AM to 07/12/2016 05:30 AM
  - Discussion: 07/13/2016 08:30 AM to 08/03/2016 09:00 AM

**The meeting is on hold until: 08/03/2016 05:00 PM**

**View Critique Options:** View My Critiques, Download a Zip of My Assigned Critiques Template

**List Application Options:** List All Applications, List Assigned Applications

**Meeting Clusters:** A1, A, B

<table>
<thead>
<tr>
<th>Review Order</th>
<th>Cluster</th>
<th>Application Number</th>
<th>PI Name [Parent Application PI]</th>
<th>Unread/Total</th>
<th>Discussion [Reopen or Go to Discussion]</th>
<th>MD Candidate (Lower Half)</th>
<th>Documents</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>A</td>
<td>1.140-HD123456789</td>
<td>CALKING, MARY WERTON</td>
<td>0/0</td>
<td>Go To Discussion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>A</td>
<td>1.140-HD999999999</td>
<td>CLARK, MARY WERTON</td>
<td>0/0</td>
<td>Go To Discussion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>121</td>
<td>B</td>
<td>1.140-HD123456789</td>
<td>DOVEY, JOHN</td>
<td>0/0</td>
<td>Go To Discussion</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Submitting Critiques and Scores**

December 31, 2020
4. **Meeting Status**

This area will provide the date, time, and current status of the meetings. Note that the HOLD status is not removed automatically and may remain after the indicated expiration time if the SRO has not re-enabled the meeting.

5. **Links to Critiques**

The links to critiques are the same as those for face-to-face meetings. Please see the [Viewing Critiques](#) section for additional information.

Once a reviewer has submitted their own critiques for an application, the "View All Critiques" link will appear in the **Documents** column for that application.

6. **List Options**

The reviewer may select to list only the applications they have been assigned (default) or they may choose to list all of the applications for the meeting. The orange triangle icon (⌵) will indicate which list is being viewed.

7. **Table of applications**

- Above this table is the time of the last data refresh. A manual refresh can also be done by un-checking and then re-checking the "Refresh" option located above the meeting table.
- The lower half of the set of applications can be hidden/unhidden by toggling the "Lower Half" check box under the last refresh time at the top of the table.
- Meeting Clusters are listed above the left side of the table and allow the list to be filtered by selecting a cluster or All applications in the meeting. When there are no clusters, only the "All" option will be visible.
- The first four columns of the table are sortable by that column header and the current sort column is identified by an orange triangle (△). The column headers are: (click each header name for more information)
  - **Review Order/DO**
    - Shows the order in which each application and component will be reviewed. If a Discussion order has been set by the SRO, the column header will be **DO**. If only a Review order or no order has been set, the column header will be **Review Order**.
  - **Cluster**
    - Indicates the cluster containing the application in meetings where the SRO has created clusters.
  - **Application Number**
    - This column will show the application number, component, and funding opportunity number.
  - **PI Name**
    - The Lead PI for the application
  - **Unread/Total**
    - This shows the number of discussions comments that are unread out of the total number of discussion comments.
  - **Discussion**
    - The two buttons that will display here are **Go To Discussion** or **Rescue Application**. If **Go To Discussion** is selected, the Virtual Meeting Discussion Board page for that application will open. If the SRO has allowed it, and the meeting is in the proper stage, "lower half" applications will have the **Rescue Application** button and may be "rescued" so that they are available to be discussed. The "Hide Lower Half" checkbox above the table will need to be de-selected in order to view the applications that may be rescued.
  - **ND Candidate (Lower Half)**
    - If the "Hide Lower Half" check box above the table is not checked, this column will show all applications in the meeting and the meetings that are in the lower half will have a "Y" in that column.
  - **Documents**
    - If available, links will be available here for any applicable documents related to that application. Clicking on these links will open in a new window or tab or they will be downloaded for review.
  - **Role**
    - The values in the column reflect the role of the logged-in reviewer for each application.
Note: Below the table of applications is a link to allow the SRO/ESA to be contacted in situations where any conflict or assignment issues are noticed with IAR.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Application Chair

As in traditional review meetings, the Meeting Chair serves as the moderator of the discussion of scientific and technical merit of the applications being reviewed. The Meeting Chair is also a peer reviewer for the meeting.

In situations where the chairperson has a conflict on an application, the SRO* will assign an Application Chair role to another reviewer for that application.

Tip: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Rescue Applications

Applications that are in the lower half will have a "Y" in the ND Candidate (Lower Half) column of the Virtual Meeting List of Applications page.

Note: If you are not assigned the lower half application which you wish to rescue, you will need to click on the "List All Applications" link in order to see it.

During the INTRODUCTION Phase, these applications can be rescued to be included in the DISCUSSION Phase.

If the SRO* has set the appropriate option, this action can also be taken during the DISCUSSION Phase.

For these applications, instead of seeing the Go To Application button in the Discussion [Rescue or go to Discussion] column, you will see a Rescue button instead.

<table>
<thead>
<tr>
<th>Review Order</th>
<th>Cluster</th>
<th>Application Number</th>
<th>PI Name [Parent Application P]</th>
<th>Unread/Total</th>
<th>Discussion [Rescue or go to Discussion]</th>
<th>ND Candidate (Lower Half)</th>
<th>Documents</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>170</td>
<td></td>
<td>2131</td>
<td>FRANKLIN, ROSALIND</td>
<td>0/0</td>
<td>Go To Discussion</td>
<td>Unassigned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>171</td>
<td></td>
<td>2320</td>
<td>LEVI-MONTALCINI, RITA</td>
<td>0/0</td>
<td>Rescue</td>
<td>Y</td>
<td>Unassigned</td>
<td></td>
</tr>
</tbody>
</table>

If the Rescue button is clicked, a warning message will be displayed to confirm that you wish to remove this application from the Lower Half list.
Clicking **OK** will then move that application out of the Lower Half so that it can be discussed.

**Tip:** *Other Transaction Authority (OTA) -* Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

### Scoring

#### Preliminary Scores

The process for entering "Preliminary Scores" remains the same as with traditional meetings. However, there is an additional *Discussion Initial Comments* text box in the **Submit Critiques and Scores** page for Virtual Meeting applications. This is where reviewers have the option to provide comments to help to initiate discussion of the application prior to the start of the DISCUSSION phase. These comments can be submitted when the reviewer submits their critique as well as during the READ phase. During the READ phase, the *"Initial Comments"* link will appear in the **Action** column to facilitate this process. All other fields on the screen, other than the "Discussion Initial Comments" text box, will be disabled.

To access the **Submit Critiques and Scores** page, click on the "Submit" (or *Initial Comments*) link in the **Role/Score/Actions** column of the **List of Applications** page. The **Discussion Initial Comments** box will be under the application information. Enter any comments, provide preliminary scores, attach the critique file, and then click on the **Submit** button.
Discussion Scores

For Virtual Meetings, reviewers will provide discussion scores on the main Virtual Meeting Discussion Dashboard screen. These are numeric scores that the reviewers use to indicate current enthusiasm for the application. They are informative only and carry no weight in the final scoring. Reviewers may update their discussion score multiple times throughout the DISCUSSION phase.

The general scoring process for Virtual Meetings remains the same as it is for face-to-face meetings. (see the Submitting Critiques and Scores section for more detail on standard scoring)

To access the VM Discussion Dashboard and provide a score, click on the View List of Applications link from the list of meetings.
From the View List of Applications page, click on the Go To Discussion button to go to the Discussion Board page for that application.

On the VM Discussion Dashboard page, in the Reviewers and Scores section, there will be an Enter/Edit Discussion Score button in the title bar. Clicking on this button will open a pop-up window to allow the reviewer to record their score.

If a score has already been entered, it can be edited directly in the Discussion Score field. This may be desired after additional discussion comments are reviewed.
Once the score has been selected and the **Save** button is clicked, the reviewer will be taken back to the VM *Discussion Dashboard* page for that application.

**Final Scores**

The Final Score Sheet may be accessed via the **Go To:** drop-down menu from the *Virtual Meeting List of [All/My] Applications* screen.

Choosing the *Final Score Sheet* from the **Go To:** menu will open the *Final Score Sheet* screen which will list all of the applications in that meeting and provide fields for the Criterion Scores as well as the Final Scores.
After scores are entered, the reviewer has the option to use the Save All link in the Action column or the equivalent button at the bottom of the sheet. Additionally, the reviewer may choose the Save All and Return button to go to the previous page or the Cancel button to make no changes and return to the previous page.

For individual applications, the Virtual Meeting Discussion Dashboard screen has an Enter Final Score button in the Reviewers and Scores section which opens up a pop-up screen for entering criteria and final scores for this application only.

If the Enter Final Score button is clicked, a pop-up window will open allowing entry of the Final score for that one application. Click the Save button to save the score.
VM Meeting Discussion Dashboard

In order to access the Virtual Meeting Discussion Dashboard:

- Select Internet Assisted Review from the eRA Commons menu bar.

- This action will open the List of Meetings page where you will see meetings that you have been assigned to by the SRO*. Select the View List of Applications link in the Action column.
From the View List of Applications screen, in the list of applications at the bottom, click on the Go To Discussion button in the Discussion column.

**Note:** This button will only be enabled when an application is eligible for discussion either during the DISCUSSION phase or during the specific Cluster DISCUSSION phase (if set).

**Note:** When accessing the Virtual Meeting Discussion Dashboard directly from the URL for the meeting, a check is performed to ensure COI certification. If you have not completed the COI certification, an alert message will be displayed with a link prompting you to sign the COI for this meeting.
The Virtual Meeting Discussion Dashboard screens will open in separate tabs or windows (depending on browser settings) for each application. The tabs will show the name of the PI (last, first) and the first part of the application number as space permits.
Once on the Virtual Meeting Discussion Dashboard screen, you will see the following sections:

1. **Header** - The top of the screen contains:
   - The cluster that the application is in (if clusters have been created)
   - The application number which is linked to its Grant Folder page.
   - The PI name
   - The title of the application
   - Links to view critiques
   - The date and time that the screen was last refreshed.

2. **Meeting Information** - This section has the following details:
   - Meeting Title
   - The name of the SRO
   - Meeting Identifier
   - Workgroup
   - Meeting Phase
   - Critiques Due date
   - Meeting Dates
   - **Cluster Discussion Dates** *(conditional)* - Shows the list of clusters and their beginning and ending dates and times. If no clusters have been created, this subsection will not appear.
3. Reviewers and Scores - This section contains:
   - An indicator of the number of reviewers currently online. This will display a green circle [●] and a count of the number of reviewers currently online out of the total number of reviewers. If the reviewer appears to be idle for 20 minutes, the indicator will disappear.
   - Enter/Edit Discussion Score button - New scores may be entered and existing scores may be changed. Existing scores can be edited directly in the Discussion Score field. This can be done multiple times throughout the DISCUSSION phase as additional discussion comments are reviewed.
     
     **Tip:** Existing discussion scores may be edited directly in the Discussion Score field.
   - Enter Final Score button if final scoring has been enabled in the Discussion Phase.
   - The names of assigned reviewers as well as other reviewers who have either posted comments or discussion scores. Names post to this list as reviewers and observers score or comment on the application.

   **Note:** By default, the list is sorted alphabetically by the last name of the assigned reviewers first and then by unassigned reviewers. If the sort is changed by the user, the Default Sort button can be clicked to reset it.

   - The Preliminary, Discussion, and Final Scores submitted to date.
• The total number of comments submitted by each reviewer.

This section contains;This section contains;This section contains;

4. **Left Navigation** - This area will list the message categories beginning with "Meeting-wide Announcements" from the SRO. These are characteristics of this area:

- It will scroll up and down as the user scrolls on the page and is always in view.
- When there are new or edited messages, an indicator in each topic area will alert the user to the total number of announcements/messages for that topic and the number of unread messages which are indicated as "New".
- Click on the title of a topic to see the announcements/messages related to that topic.
- To collapse this tool, click on the blue bar on the right with the left-pointing double carats. The navigation tool will collapse to the left margin.

If the navigation window is collapsed, and new or edited announcements or discussion messages exist, a green indicator will pop-up on the upper-right side of the visible part of the screen (it will scroll with the screen) that will notify the user that there are new messages.
Clicking on the link will expand the *Left Navigation* section to show which topics have new messages.

5. **Announcements & Comments section** - Announcements published by the SRO and comments made by reviewers will be displayed here depending on the topic selected in the Left Navigation. The messages may be displayed as conversations or chronologically and online reviewers or SROs will be indicated with the green circle icon [●].

![Example of the Comments Section](image)

**Tip:** *Other Transaction Authority (OTA) -* Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.
Certifying Conflicts of Interest

The electronic Conflict of Interest (eCOI) forms are certified via IAR from the List of Meetings screen for the particular meeting. There is a pre-meeting eCOI certification as well as a post-meeting eCOI certification (to be certified after the meeting has ended).

Pre-and-post-meeting conflict of interest (COI) certification by reviewers is performed in the Internet Assisted Review (IAR) module. Paper certifications are no longer supported.

Certifying both the pre-meeting COI certification and the post-meeting COI certifications is essential to ensuring that the NIH peer review process is fair, impartial and conducted with integrity. The certifications must be completed electronically whether or not there is a conflict.

If an attempt is made to submit critiques, criterion scores, and preliminary overall impact score before the pre-meeting COI certification, the reviewer will see an alert on the Submit Critiques and Preliminary Scores screen. Similar alerts will be seen on the List of All Applications screen and the Final Score Sheet screens. The reviewer should click the ‘click here’ link in the alert pop-up to access the pre-meeting COI certification.

The alert will also be displayed if a re-certification is needed in these scenarios:

- If an additional conflict is discovered before the meeting
- If the meeting date changes and previous certifications reflect the prior meeting date
- If the scientific review officer (SRO) changes the designation of the reviewer from federal to non-federal or vice versa
- If the meeting agenda has changed from grants to contracts or vice versa

**Note:** Non-NIH reviews might use a different COI certification. Reviewers should contact the SRO* of the meeting if the electronic COI link is not available in IAR.

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Pre-Meeting Conflict of Interest Certification

The NIH peer review process relies on reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: https://www.grants.nih.gov/grants/peer/peer_coi.htm.
Reviewers certify the *Pre-Meeting Certification* before participating in the review meeting. The purpose of the certification is to confirm that the reviewer will not participate in discussions surrounding applications with which that reviewer is in conflict.

Reviewers must certify their pre-meeting COI certification early in the process. **If reviewers do not certify the pre-meeting COI certification, they will not be able to submit critiques, criterion scores and preliminary/overall impact scores in IAR.** They will also not be able to view critiques submitted by other reviewers.

The language of the pre- and post-meeting COI certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen. Note that the system will recognize whether it is a non-federal or federal reviewer or whether it is a grants or contracts review, and will accordingly display the right text.

**Here are the steps to certify the pre-meeting COI before the meeting**

**To certify the Pre-Meeting COI form:**

1. Access the *List of Meetings* screen.
2. Select the *Pre-Meeting COI Certification* link from the *Action* column of the specific meeting.

The *Pre-Meeting Certification* displays. Before displaying the screen, IAR checks to see if the reviewer has any conflicts of interest. If conflicts are found, the corresponding applications display in the mid-section of the screen. If no conflicts are found, this section displays the message *There are no applications with conflict of interest.*

- I do not have a conflict of interest and do not present the appearance of conflict of interest with any of the applications to be reviewed.

- I have a conflict of interest or present the appearance of a conflict of interest with the specific applications listed below and hereby recuse myself from their review (identify applications by number and name of the Principal Investigator).

| 1R21 AA123456-01 - Longstocking, Pippi | 1R21 AA123456-01 - March, Augie |
| 1R21 AA123456-01 - Spade, Sam | 1R21 AA123456-01 - Gloriously, Holly |

* Signature:

**Note:** The displayed certification differs for reviewers depending on whether they are Federal or non-Federal staff and if the award is a grant or a contract. For examples of the Pre-Meeting Certification screens click on these links:
Grants certifications (effective 10/31/2018)

- NIH Conflict of Interest Grants Pre-Review Certification, Non-Federal (10/29/2018)
- NIH Conflict of Interest Grants Pre-Review Certification, Federal (effective 10/29/2018)

Contracts certifications (effective 10/31/2018)

- NIH Conflict of Interest Contract Pre-Review Certification, Non-Federal (10/29/2018)
- NIH Conflict of Interest Contract Pre-Review Certification, Federal (10/29/2018)

3. Optional: Select the List of Meetings link to return to the List of Meetings without certifying the form.

4. Optional: Select the NIH Conflict of Interest Rules link to read COI certification rules and information. This link displays with a -Fed suffix when the reviewer is a federal employee as specified in the Committee Management system. The link displays with a suffix of Non-Fed if the reviewer is not a federal employee.

5. Non-Federal Reviewers: Select the radio button appropriate for the meeting:
   - For grant applications:
     - I do not have a conflict of interest and do not present the appearance of conflict of interest with any of the applications to be reviewed
     - I have a conflict of interest or present the appearance of a conflict of interest with the specific applications listed below and hereby recuse myself from their review (identify applications by number and name of the Principal Investigator).
   - For contract proposals:
     - I do not have a conflict of interest and do not present the appearance of conflict of interest with any of the proposals to be reviewed.
     - I have a conflict of interest or present the appearance of a conflict of interest with the proposal(s) listed below, and hereby recuse myself from their review (identify proposals by the names of the offeror and Principal Investigator). I understand that a waiver is required for me to participate in this review meeting.

6. Select the I Certify button.
IAR for Reviewers

Certification

I certify that I have read the attached "NIH Conflict of Interest Rules: Information for Reviewers of NIH Applications and R&D Contract Proposals". Under penalty of perjury (US Code Title 18 chapter 47 section 1001), I certify that to the best of my knowledge I have disclosed all conflicts of interest that I may have with the applications or R&D contract proposals and I fully understand the confidential nature of the review process and agree: (1) to destroy or return all materials related to it; (2) not to disclose or discuss the materials associated with the review, my evaluation, or the review meeting with any other individual except as authorized by the Scientific Review Officer (SRO) or other designated NIH official; (3) not to disclose procurement information prior to the award of a contract; and (4) to refer all inquiries concerning the review to the SRO or other designated NIH official.

Signature: [Signature]

[I Certify] [Clear Selection] [Cancel]
IAR for Reviewers

When the certification is submitted, IAR performs several system checks to verify the entries. If applications with conflicts are displayed on the screen, but the radio button for no conflict is...
chosen, a warning message displays indicating that one or more conflicts may exist. Reviewers can either go back (Go Back button) and update the selection or choose the Certify No Conflicts button to continue.

If the non-federal reviewer has not selected one of the two radio button options but selects the I Certify button, a message displays as follows: *You must select one of the radio buttons above before certifying.*

Other messages may display based on all the business and system rules in place. Review any messages and follow the appropriate steps to resolve the issue.

Federal reviewers do not need to click any radio buttons as they are only required to certify that they comply with their agency’s financial disclosure and ethical conduct requirements.

If the certification passes verification, IAR adds the electronic signature of the reviewer with the current date and time.

For non-Federal reviewers in non-contract meetings, a Certification History table will be displayed at the bottom of the screen showing the initial certification and any subsequent activity affecting the certification.
Select the List of Meetings link or the Cancel button to exit the screen.

**Re-certifying a Pre-Meeting COI**

A re-certification is needed in the following scenarios:

- If an additional conflict is discovered before the meeting
- If the meeting date changes and certifications reflect the previous date
- If the scientific review officer (SRO) changes the designation of the reviewer from federal to non-federal or vice versa
- If the meeting agenda has changed from grants to contracts or vice versa

- An alert on IAR screens will notify reviewers that they need to certify the pre-meeting COI certification if they have forgotten to do so or in case they need to recertify. The reviewers must click on the 'click here' link in the alert box to access the pre-meeting COI certification.

- The pre-meeting certification is available until the start of the meeting, at which time only the post-meeting certification is available. If a conflict is reported before the meeting starts (or under any of the other scenarios below), the pre-meeting COI certification will be available (even past the meeting start date and time) until the pre-meeting certification is certified. Once certified, the post-meeting COI certification will appear until the end of the Edit phase.
Here are the steps to recertify the pre-meeting COI before the meeting:

- The reviewer will see an alert in a box on one of these IAR screens — on the List of All Applications or the Submit Critique and Preliminary Scores or the Final Score Sheet screen. The alert will state:

  Conflict certification is required. You must certify prior to submitting scores and reading or submitting critiques. Please click here to sign your certification for this meeting.

The ‘submit’ link in the Action column will be missing.

The reviewer should click on ‘click here’ in that alert box.

- The Pre-Meeting COI certification will open up.

Note that the system will recognize whether it is a non-federal or federal reviewer, whether it is a grants or contracts review and accordingly display the right text. The language of the pre- and post-meeting certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen.
A non-federal reviewer is required to choose one of two radio buttons – one indicating no conflict with any of the applications/proposals to be reviewed; the other indicating a conflict.

The non-federal reviewer will then click the I Certify blue button at the bottom of the page. The system will show that the pre-meeting COI has been electronically signed and a COI Certification History chart will appear, showing the name of the reviewer and the date and time the pre-meeting COI was signed. If the reviewer indicated a conflict, the grant number of the relevant application will be listed.

Once the I Certify button is clicked, the pre-meeting COI certification will be automatically saved. The reviewer will click cancel to exit the screen and return to the List of All Applications screen. The submit link will now be visible under the Action column.

**Post Meeting Conflict of Interest Certification**

The NIH peer review process relies on reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: [https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-010.html](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-010.html).

Reviewers certify the Post Meeting Certification at the completion of a review meeting to confirm that participation in discussions about conflicted applications did not take place with the reviewer present.

The post-meeting COI certification must be electronically signed at the time reviewers complete their participation in the study section meeting. **Paper certifications will no longer be accepted.**

The post-meeting COI form will be available until the end of the Edit phase.

The language of the pre- and post-meeting COI certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen. Note that the system will recognize whether it is a non-federal or federal reviewer or whether it is a grants or contracts review, and will accordingly display the right text:

To access and sign the Post Meeting Certification:
1. Access the List of Meetings screen.

![List of Meetings](image)

2. Select the **Post-Meeting COI Certification** link from the **Action** column of the specific meeting.

   The *Post Meeting Certification* screen displays. The reviewer's name and address as well as the Scientific Review Group name and review date/s are at the top of the form.

   At the bottom of the certification, the **Printed Name** of the reviewer displays along with a **Signature** field for capturing the electronic signature of the reviewer and the date and time of the review.

3. **Optional**: Select the **List of Meetings** link to return to the **List of Meetings** screen without signing the form. Selecting the **Cancel** button also returns the **List of Meetings** screen without saving the form.

4. Select the **I Certify** button after reading the certification.

   The **Signature** field updates with the electronic signature of the reviewer and timestamp. If necessary, reviewers may access the form and follow the steps for submission to re-submit the certification.

   Note that there is some additional text in the Federal Reviewer version that is not part of the Non-Federal Reviewer version. The format, rules and final certification paragraph contain the same language and links.
IAR for Reviewers

NIH POST-REVIEW CERTIFICATION REGARDING CONFLICT OF INTEREST FOR NON-FEDERAL REVIEWERS OF APPLICATIONS FOR NIH GRANTS, COOPERATIVE AGREEMENTS, AND FELLOWSHIPS

Reviewer Name: ____________________________ (Lastname, Firstname M)
Address (employment):
Address Line 1
Address Line 2
City, State, Zip Code:
Scientific Review Group:
Date(s) of review: ____________________________

NIH Conflict of Interest Rules

Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships

The NIH peer review system relies on the professionalism of each reviewer to identify any conflict of interest (COI) or apparent COI that may affect or appear to affect the integrity of the NIH peer review process.

- The NIH COI rules for initial peer review for grant applications, cooperative agreements, and fellowships are based on federal regulations (42 CFR Part 52b) and presented in detail in NIH Guide Notice NOT-OD-13-010.
- In order to participate in the review meeting, you must:
  o Review the rules below, and screen the applications for real or apparent COI for yourself.
  o Notify the Scientific Review Officer immediately:
    ▪ If you have a COI that prevents you from serving on that review panel (see below), or
    ▪ If you identify an application with which you have a COI or appearance of COI.
  o Certify:
    ▪ On the pre-meeting Conflict of Interest Certification that you have identified any applicable conflict with which you have a COI or appearance of COI.
    ▪ On the post-meeting Conflict of Interest Certification that you recused yourself from the review of any application where your participation constitutes a real or apparent COI in addition, the NIH may determine that a particular situation involves a COI and require that the potential reviewer not be involved in the review of the application(s) in question.

You may not be on the study section if:

- You are named on an application in a major professional role (Program Director/Principal Investigator [PD/PI], Senior/Key Personnel, Other Significant Contributor, Project/Site/Core Director collaborator, consultant, sponsor, mentor, or conference organizer).
- You are a member of an NIH Advisory Council.
- You have a direct financial interest: you, your close family member would receive a direct financial benefit if an application is funded.
- You have a Major Professional Role in an application submitted to a Request for Applications (RFA) and the study section will evaluate applications submitted in response to that RFA.

You may be on the study section but may not review certain applications, and must leave the room when:

- The PD/PI or anyone else on the application with a major professional role is from your institution or for multicomponent institutions, from your institutional component.
- You are planning a collaboration with anyone with a major professional role on the application.
- Within the past three years, you have published with, have collaborated with, or have been in a mentoring relationship with any person on the application who has a major professional role.
- The application includes a letter of support or reference letter from you.
- You serve as a member of the Advisory Board for the project under review or for a grant held by anyone playing a major professional role on the application.
- You have an indirect financial interest: you will have received more than $10,000 (in the form of honoraria, stocks, or fees) from the PD/PI or the submitting institution over the period from one year ago through the end of the proposed project.

You may be on the study section and may review specific applications if not considered a COI:

- An application originates from an institution where you have collaborators, but your collaborators are not listed on the application.
- You have an indirect financial interest of less than $10,000.
- You freely donate reagents or other materials to the proposed project, and these reagents or materials would also be available to other researchers.
- You, as well as a person with a major role on the proposed project, contribute data, reagents, specimens, etc., to the same repository or database.
- You are a member of a research network that involves a person with a major role on the proposed project.
- You are a co-author of a non-research publication (e.g., review, commentary) or a mega-multi-authored publication with a person with a major role on the proposed project.

Post-Meeting Certification: Reviewer Who Is Not A Federal Employee

This is to certify that in the review identified above, I did not participate in an evaluation of any application: (1) from any applicant institution where I am a full- or part-time salaried employee or where I am negotiating for such employment, (2) from any applicant institution where I have received or could receive a direct financial benefit in relation to the application under review or have received or could receive a financial benefit from the applicant institution or offeror or principal investigator valued at $10,000 or more per year that is unrelated to the application under review, (3) submitted by, or involves in a major professional role, a close personal relative, a member of my household, or professional associate, or if such person receives financial benefits from or provides financial benefits to the applicant, or (4) in which I had any other interest in the application or proposal that is likely to bias my evaluation of that application. If there was an appearance of, or real conflict of interest, I recused myself from the review of the application or was granted an appropriate waiver.

CERTIFICATION

Consistent with my understanding of potential consequences, including the prospect of penalties for falsification, concealment, fraud, and other actions as authorized by US Code Title 18 chapter 47 section 1001 (https://www.govinfo.gov/content/pkg/ USC01-2011-1tec18/pdf/1USC01-2011-1tec18-part-chap47.pdf), I fully understand the confidential nature of the review process and certify that in the review above I did not participate in an evaluation of any application with which I knowingly had a conflict of interest, unless an appropriate waiver was granted.

Signature: ____________________________

Lastname, Firstname M

Printed name: ____________________________

Electrically signed by ____________________________ (Lastname, Firstname M) via Internet Assisted Review on ____________________________ (Date and Time)

Signing the Meeting Conflict of 151 December 31, 2020
A list of examples for Federal, Non-Federal grants and contract Post-Meeting Certifications can be found at the links below:

**Grants certifications (effective 10/31/2018)**

- [NIH Conflict of Interest Grants Post-Review Certification](#), Non-Federal (effective 10/29/2018)
- [NIH Conflict of Interest Grants Post-Review Certification](#), Federal (effective 10/29/2018)

**Contracts certifications (effective 10/31/2018)**

- [NIH Conflict of Interest Contract Post-Review Certification](#), Non-Federal (10/29/2018)
- [NIH Conflict of Interest Contract Post-Review Certification](#), Federal (10/29/2018)

5. Select the **List of Meetings** link to exit the certification.

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**Note:** In rare cases, the **I Certify** button may not appear on the screen. This is due to multiple profiles in the system for the same person. Contact the SRO* or [ERA Service Desk](#) in this case.

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**Note:** If the post-meeting COI has not been signed and the meeting end date has been passed, a reminder email will be sent to the MLG email address indicating the relevant meeting name and date as well as the date when access to the meeting will expire.

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**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.
SRG Minutes/Budget Form

The Chairperson of the meeting designated by the SRO* has the ability to electronically sign the SRG Minutes/Budget Form in IAR. The SRO may designate multiple reviewers to perform this task.

**Note:** Please keep in mind that this task must be completed while the meeting is still in the Edit Phase. Once the Edit Phase ends, reviewers may no longer have access to the meeting, including links to the SRG Minutes/Budget Form.

To sign the SRG Minutes/Budget Form:

1. **Access the List of Meetings screen.**

2. **Select the SRG Minutes/Budget Form link** from the Action column of the specific meeting.
   
   The SRG Minutes/Budget Form displays.

3. **Optional:** Select the List of Meetings link to return to the List of Meetings screen without signing the form.

4. Enter the **Meeting Adjourned Time** and the **Meeting Adjourned Date**.

5. Select the **I Certify** button.

**Note:** If the SRO has designated multiple reviewers, each reviewer’s name appears on the form with a certification line. Clicking the I Certify button only updates the electronic signature of the reviewer currently in the form. Reviewers cannot sign the form for other Reviewers.

**Note:** In rare cases, the I Certify button may not appear on the screen. This is due to multiple profiles in the system for the same person. Contact the SRO or eRA Service Desk in this case.

**Tip:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers."